



**Parent Organization of
Three Rivers Middle College Magnet
High School**

574 New London Turnpike
Norwich, CT 06360

Phone: (860) 215-9490/Fax: (860) 215-9913

Dear Local Business Owner:

We are writing to you today to ask you to make a donation for Three Rivers Middle College High School PTO's Scholarship fund for the graduates of the class of 2017. Located in Norwich, CT, TRMC is a dual-enrollment public high school that offers students the opportunity to satisfy high school graduation requirements while earning college credit from Three Rivers Community College. As a magnet school we service students from all over Southeastern Connecticut that choose to attend our public school program. We were established in 2012 and thus our goal is to begin to establish community partnerships to support our students post-graduation. Our program works hard to empower students to own their education, create a plan and work hard to attain their goals. Many of our students have financial need and your donation could help that student supplement the cost of living that dream.

Additionally, attached is a Contribution Certificate. If you would like to make a donation, we ask that you complete this form and return it with your donation. If indicated, we will also mail you a donation receipt for tax purposes.

If you have any questions about our organization, our Basket Bonanza event, or how you can you show your support, please don't hesitate to contact us at

Thank you in advance for your generous support of our High School!

Parent Organization of Three Rivers Middle College

SCHOLARSHIP DONATION FORM

If you would like to make a donation in support of Basket Bonanza, please complete this form and return to:

Three Rivers Middle College PTO
574 New London Turnpike
Norwich, CT 06360

If you have any questions or your donation needs to be picked up, please contact

Thank you for supporting Three Rivers Middle College Magnet High School!

2016 Scholarship Contribution Certificate

Our organization will be making a donation of _____

_____ (item description)

Valued at \$_____ for the 2015 Basket Bonanza at Three Rivers Middle College.

Name of contributor/business _____

E-mail _____

Address _____

Phone: _____ Authorized Signature: _____

____ I would like a tax exempt receipt ____ I do not require a receipt

LEARN Regional Educational Service Center is a registered 501(c)3 nonprofit organization; therefore your basket raffle donation is tax-deductible. Our Tax ID number is 06-0883604. Documentation of nonprofit status is available upon request. An official letter recognizing your donation will be sent to you and can be used for tax and record keeping purposes.



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Date: _____

Dear _____:

On behalf of LEARN, I wish to thank you for your outright and unconditional donation of _____.

You have stated that these items are valued at \$ _____

To satisfy new tax rules, you have received no goods or services in exchange for this contribution. Please retain this letter for your tax records.

Gifts such as yours enhance our ability to fulfill our mission in the region.

Sincerely,

Graciela Guzman
Secretary
Three Rivers Middle College

CC: LEARN Business Office