



# SUNspots

published the second and fourth Monday of the month

December 16, 2010

## CALENDAR

Friday, December 17 Winter Sing-Along

YSS 4:00PM

OSS 4:30PM

December 24 - January 2 School Closed

Monday, January 3 School resumes

## Let the Sun Shine!

We are pleased to let you know that our Let the Sun Shine Annual Fund is off to a terrific start. As of last Friday, we have raised \$52,000 toward our goal of \$120,000, with 40% family participation. Thank you to everyone who has contributed, thereby supporting our teachers, staff, students and programs. Strong parent participation helps Pacific Primary receive funding from external sources such as foundations and all funding helps the school to balance its budget, so your participation makes a difference in many important ways.

Both gifts and pledges can be made online at [www.pacificprimary.org](http://www.pacificprimary.org) ("Donate Now" button) by calling Belann at 415 409 1961 or sending/dropping off a gift to 1501 Grove

Street, San Francisco, CA 94117.

Our goal is to achieve 100% family participation by December 31, 2010. Gifts and pledges of *any* amount are much appreciated. Please know that with a pledge (aka a promise to give) you have until August 15, 2011, to fulfill your commitment.

## Auction Excitement!

The Auction is our biggest fundraiser and all the money raised goes to fund our Tuition Assistance Fund and Music and Art Programs. This event is completely parent-run and it is great fun as well as very successful! The Auction packets, with Auction Donation Forms and information about how to solicit donations, have been distributed in your mail folders. It's now time to think about donations. Each family needs to solicit 3 auction donations; our auction relies on your participation! Think about the services you use - restaurants, hair cuts, airline miles, etc. - along with services you can provide - birthday cakes, knitting, etc. - and have fun and be creative with your donations. There is something for everyone, at every price range, at the Auction!

Every year, Pacific Primary's Auction receives numerous donations from businesses, ensuring the success of our most important fundraiser for tuition assistance. Earlier this month, 900+ businesses received a letter from Pacific Primary requesting their support of our Auction. All businesses which received a letter have supported Pacific Primary in the past. If you also happen to ask one of these businesses for a donation this year, please let the business know how much the school appreciates their previous support and encourage them to support us again this year as, clearly, they have a loyal customer base! ☺

Please also let Amy Luckey (Solicitations and Underwriting Co-Chair) know if you happen to talk with a business who received a solicitation, so that we can keep updated on the status of our requests. Amy can be reached at [aluckey11@comcast.net](mailto:aluckey11@comcast.net).

If you would like to email an Auction Donation Form and personalize a cover letter to a business/friend/family member/etc., please download the forms through our website at <http://pacificprimary.org/news-events/auction-2/>

To see a list of all the businesses which received a letter already, please peruse the spreadsheet posted in the Sunrooms.

Remember, all donations are due by January 12!

## Intake Committee Awaits Your Donations!

The deadline to bring in your auction donations, with forms, is January 12, 2011. Please bring in your items and forms during the following days and times when the Intake Committee will be in the Orange Sun School Sunroom to process your donations. Thank you for all of your hard work and **time!** Our incredibly successful and fun auction is a testament to your help!

Monday, December 20	8am-10am
Tuesday, December 21	4pm-6pm
Thursday, January 6	4pm-6pm
Friday, January 7	8am-10am
Monday, January 10	8am - 10am
Tuesday, January 11	4pm-6pm

Wednesday, January 12 4pm-6pm

## Tuition Assistance Applications

As you may know, it is required to apply for tuition assistance each year. To be considered for tuition assistance, please download our application here [http://pacificprimary.org/wp-content/uploads/2009/07/20101209\\_2011\\_ta\\_application.pdf](http://pacificprimary.org/wp-content/uploads/2009/07/20101209_2011_ta_application.pdf).

This year, the confidential application, with current paystubs, will be due no later than Tuesday January 11, 2011 and your 2010 W-2's/1099's and 1040's will be due no later than Wednesday, February 16, 2010. Please contact Amie Haiz in the business office with any questions. (amie@pacificprimary.org)

## Tuition Invoice Changes

In order to conserve paper and resources, Pacific Primary will be switching to electronic tuition invoices beginning in January 2011. We will no longer print hard copies of your monthly invoices and put them in your child's folder. **Please note you will now receive your monthly invoice via email in a PDF.** Please watch for this email once a month. If you have any questions, please contact Elizabeth in the business office. (elizabeth@pacificprimary.org)

As always, tuition is due the first of each month and is considered late after five school days unless other arrangements have been made prior with our Business Office.

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