



Dear Friend of The Potomac School,

Thank you for considering a donation to The Potomac School Scholarship Auction. Your support will benefit our student scholarship and faculty professional development funds. We value your dedication to supporting our community and have made it our goal to reciprocate your generosity. We look forward to partnering with you to make this important event a resounding success.

Since 1904, The Potomac School has been one of the top independent K-12 coeducational college preparatory schools in the nation. Our 90-acre campus in McLean, Virginia educates more than 1,000 students.

Our 40th annual Auction will be held at the McLean Hilton on March 4, 2017. We anticipate approximately 500 guests in attendance and many more will participate online. The items you donate will be included on our online Auction website and your business will be acknowledged in our Auction catalog, which is viewed by more than 1,000 families, grandparents, faculty, alumni and friends of the school.

Our partnership with local businesses is a source of great pride for Potomac and we actively encourage our community to support those who donate to our School. Not only will your donation support a worthy cause, it will also increase your visibility to a valuable local market. Our families live and work throughout Virginia, Maryland and Washington, D.C.

We have enclosed a donation contract for your convenience. All donors are recognized on the School website and on the online Auction website. The deadline for all donations is February 3, 2017. If we receive your donation prior to January 9, 2017, your company's name will also be included in our Auction catalog. Please feel free to contact Potomac's Events Coordinator, Christine Sharkey, at 703-749-6362, if you have any questions.

The Scholarship Auction continues to be successful, in large part because of the tremendous support of our local business partners. On behalf of Potomac's students and teachers, we thank you for your consideration.

Sincerely,

Mary Ritchey, Adrienne Scribner, and Melissa Twomey  
2017 Auction Co-Chairs