



Federation of Houston Professional Women

To Our Prospective Auction Item Donor,

I am writing to you about an excellent opportunity to align your business with a very worthwhile cause in Houston. The **Federation of Houston Professional Women**, one of the largest professional organizations in the city of Houston, in conjunction with the **Federation of Houston Professional Women Educational Foundation**, holds an annual Gala to honor outstanding businesswomen from our member organizations and to raise funds to support scholarships for women in our community.

In addition to recognizing these **"Women of Excellence"** we will be introducing the **2008** educational scholarship recipients awarded by the **Federation of Houston Professional Women Educational Foundation**.

This year's Gala will be held on Saturday, September 27th at the Hyatt Regency Hotel in downtown Houston with an expected attendance of 700-900 members and guests. This year's theme is

"Celebrating Successful Women and the Power of Teamwork."

As part of our scholarship fundraising focus that evening, we will have a silent auction featuring individual items, gift baskets, tickets to events, and gift certificates for travel, entertainment, hotel stays, spa services and resort packages. We are asking you to consider donating something for that auction.

The **Federation of Houston Professional Women** is comprised of over 45 professional businesswomen's organizations, with over 5,000 members located throughout the greater Houston metropolitan area. The **Federation of Houston Professional Women Educational Foundation** is a 501(c) 3 charitable foundation so your donation will be tax deductible to the extent allowed by law.

I hope you will consider teaming up with the Federation in recognizing the achievements of successful professional women and furthering the education of deserving women from our community. Please do not hesitate to contact me with any questions you may have. I can be reached at 281-358-6654 or by e-mail, nancy@nancywilliams.net. **Carol Shepherd** is coordinating our silent auction this year and will be happy to talk with you about donations or item pick up. Carol can be reached at 713-784-1495 or by e-mail, jtshepherd@pdq.net.

Carol Shepherd must receive all donations by August 29, 2008. A completed auction donor form, which accompanies this letter, must accompany your items. Please include brochures or business cards to display with your item. Your business name and the value of your donation will also be displayed with your items.

Thank you for your consideration and support.

Sincerely,

Nancy Williams, LPC 2008 Gala Director
1521 Green Oak Place, Suite 120
Kingwood, TX. 77339

Carol Shepherd, Silent Auction Chair
2106 Glen Knoll
Houston, TX. 77077



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Auction Donor Form

The Federation of Houston Professional Women gratefully acknowledges the generous support and commitment you have shown in making the following gift, which is to be offered as an auction item.

NAME OF DONOR/ORGANIZATION _____
(PLEASE PRINT)

ITEM OR SERVICE DONATED _____

COMPLETE DESCRIPTION OF ITEM _____

VALUE OF ITEM \$ _____ VALID DATE _____

RESTRICTIONS ON ITEM IF ANY (PLEASE BE SPECIFIC)

SIGNED _____ DATE _____

CONTACT PERSON _____ PARTY TO THANK _____

NAME TO BE LISTED IN THE PROGRAM AS _____

ADDRESS _____

PHONE _____ FAX _____

IF YOU CHOOSE TO DONATE AN AUCTION ITEM, PLEASE COMPLETE THIS FORM AND RETAIN A COPY FOR YOUR RECORDS.

PLEASE MAIL OR FAX COMPLETED FORM TO: (OR CALL TO HAVE THE ITEM PICKED UP)

Carol Shepherd
2106 Glen Knoll
Houston, Texas 77077
Phone (713) 784-1495
Fax (281) 679-5948

The Federation of Houston Professional Women Educational Foundation is a 501(C) 3 Charitable Foundation. Your contribution is Tax deductible to the extent allowed by Law