



November 4, 2016

To Whom it May Concern,

My name is Joel Windsor. I am the music instructor at Notre Dame Collegiate, a Christ the Redeemer Catholic School in High River that teaches students in Grade 7 through Grade 12. I also work very closely with the High River Catholic Fine Arts Parents Association (HRCFAPA), whose mandate it is to provide financial support to the Fine Arts programs at my school.

The HRCFAPA will be holding a **Silent Auction** during our Christmas Fine Arts Showcase on **December 7, 2016**. We are looking for donations from businesses of products or services that we may auction to raise funds for our Fine Arts programs. Our current Fine Arts programs include three concert bands, one jazz band, two steel pan ensembles (including a community group), two art classes, two drama classes and the after-school production of "Anne of Green Gables".

In the past funds raised from the Silent Auction have provided stage lighting, art easels and steel drums for our programs. Projects the funds may be applied to this year include our production of "**Anne of Green Gables**" or our **Disneyland Trip in May** for our award-winning band program. Funds will also go toward the hosting of the **Rocky Mountain Symphony Orchestra** for a performance in High River.

This year's concert will be featuring each of the following;

- Our Grade 7 Concert Band, Junior Concert Band and Senior Concert Band
- Our Stage Band and Steel Pan Ensemble playing our own unique arrangements
- The Community Steel Pan Ensemble

In particular we are looking for an item that would help advertise your business or organization ranging in value from **\$50 to \$250**. Smaller items would also be accepted to provide our youngest participants the opportunity to bid on items as well. If you would like to donate a larger item, we would certainly appreciate it to help us achieve our **target of \$5000** raised from this event, and one of our energetic teachers would be happy to sell it in a Live Auction scenario.

We would greatly appreciate any items, products or services that you might donate to help us in this effort to support the Fine Arts at Notre Dame Collegiate. Through your help we can make our programs the strongest in both quality and relevancy for our students, and develop tomorrow's artists!

Sincerely,

Joel Windsor, MME, RMT
Music Specialist, Notre Dame Collegiate