

September, 2009

Dear Parent,

*Imagine a program that would recognize the important contributions teachers have given to your students this school year. Imagine a program that would provide new educational opportunities not available through the school budget. Imagine a program that would save you time and trouble.*

*That's what our "Staff Tribute Program" does!*

*The Chesapeake Public Schools Educational Foundation was established to attract private funds for innovative and creative programs to improve our student's overall educational experience.*

*Many parents wish to show their appreciation by offering a small gift at the holidays, for Teacher Appreciation week, a special birthday or the end of the school year to a special teacher or support person. Our teachers appreciate these genuine gestures of thanks. However, a donation in the name of that special faculty member to the Chesapeake Public Schools Educational Foundation could be a welcomed alternative gift.*

*Your gift will be recognized by the Foundation and the teacher will be awarded a certificate in your name and will be recognized on the Chesapeake Public Schools Educational Foundation website. Your gift can be made in any amount and is also tax deductible. A deduction letter will be sent to the primary contact listed on the donation form or can be printed directly from the Foundation's website after an online donation has been confirmed.*

*But that's not all!*

*You have the option of returning your donation to the school of your designation for use in purchasing needed supplies or items as determined by the building principal. Or, you can also make a donation that will be given to the school or schools with the greatest need as determined by the Foundation Board of Directors.*

*The Chesapeake Public Schools Administration has endorsed this program and hope you will consider joining other parents in this effort. At a time when the economy is unstable and local, state and federal funding is being cut, this is an opportunity to allow schools some additional monies to purchase needed supplies while also recognizing the daily efforts of your child's teacher, administrator or support staff member.*

*Please use the attached flyer for your contribution or visit the Foundation website at [www.cpsef.org](http://www.cpsef.org) to make your donation online. If you have any questions about the Foundation or the Staff Tribute Program please contact Anna Helmer, Chesapeake Public Schools Educational Foundation Administrator at 757-842-4081 or via email at [anna.helmer@cpschools.com](mailto:anna.helmer@cpschools.com)*

*Sincerely,*

*Anna Helmer, Administrator  
Chesapeake Public Schools  
Educational Foundation*



## Staff Tribute Program 2009-2010

*A creative way to show that special staff member how much you care.*

|   |  |
|---|--|
| <b>Name of Donor(s):</b>                        |  |
| <b>Contact person:</b><br>(if other than donor) |  |
| <b>Contact mailing address:</b>                 |  |
| <b>Contact email address:</b>                   |  |
| <b>Contact phone number:</b>                    |  |

|   |  |                  |
|---|--|------------------|
| <b>Name of Honoree:</b>   |  |                  |
| <b>School Location:</b>   |  | <b>Position:</b> |
| <b>In Honor of:</b>   | <input type="checkbox"/> Birthday <input type="checkbox"/> Teacher Appreciation <input type="checkbox"/> End of Year<br><input type="checkbox"/> Other (please specify) _____  |                  |
| <b>Amount of Gift:</b>  |  |                  |
| <p><b>Please check one:</b></p> <p><input type="checkbox"/> I would like this donation to go to the school with the greatest determined need.</p> <p><input type="checkbox"/> I would like this donation to go to _____ school.</p> | <p><b>Donation form and check should be mailed to:</b></p> <p><b>Chesapeake Public Schools Educational Foundation (CPSEF)</b><br/> <b>c/o Anna Helmer, Foundation Administrator</b><br/> <b>School Administration Building</b><br/> <b>312 Cedar Road</b><br/> <b>Chesapeake, Virginia</b><br/> <b>23322</b></p> |                  |
| <p><b><i>Please include a check for the amount of gift payable to CPSEF. Please include honoree name in the memo section of the check.</i></b></p>  |  |                  |

**For more information or questions, please contact Anna Helmer, Foundation Administrator at 757-842-4081 or visit the Foundation website at [www.cpsef.org](http://www.cpsef.org).**