



**St. Raphael School  
1513 Dunster Road  
Rockville, MD 20854**

January 27, 2021

Dear Community Partner:

The COVID-19 pandemic has greatly impacted everyone and created unpredictability in all of our lives. Thanks to our teachers, staff, and families' hard work, St. Raphael School was able to reopen its campus in the fall to offer both in-person learning and full virtual instruction for students who were unable to return to campus. As you can imagine, the cost to purchase equipment to sanitize & secure the school and provide full-time virtual education has been financially debilitating.

St. Raphael School and its Home & School Association have worked tirelessly to protect our students, promote school spirit and raise money to defray increased virus-related operating costs. Our Zoom bedtime story series, Santa “drive-by” and at-home Iron Chef cooking competition are just a few examples of ways we tried to connect with our students and their families during the coronavirus pandemic. Despite the efforts and generosity of our families, we are still in need of additional financial support. We write to you today to request your assistance.

Each spring, St. Raphael School hosts an online auction as part of “SpringFest,” the adult social/fundraiser. While current circumstances will force us to scale back the event portion of SpringFest this year, we hope to launch our online auction on April 16th and raise much-needed funds to operate the school during COVID-19 safely. Specifically, we hope SpringFest will raise money to help purchase an air purification system, install touchless systems in the school bathrooms, and fund student community-building initiatives. We are reaching out to business and community partners to donate gift cards, merchandise, or COVID-friendly experiences to include in the auction. If you can contribute an item or service, your assistance would be much appreciated. As a supporter, your generosity will be recognized on the SpringFest event website and in two weekly newsletters to our Pre-K to Grade 8 parents, encouraging them to patronize your business. Donors who contribute an item or monetary donations of \$500 or more will also be recognized on the school’s Facebook page, and in the St. Raphael Church bulletin (8,500 parishioners) the weekend of April 24th . Additional details can be provided upon request.

For your convenience, I have included our tax-exempt number below. We are deeply grateful for the support of all our generous donors. Should you have any questions, please don’t hesitate to contact Sabrina Colaianni at [HSAPresident@straphaels.org](mailto:HSAPresident@straphaels.org) or 240-418-6753, or Stacey Woodward at [Swoodward@straphaels.org](mailto:Swoodward@straphaels.org) or 914-329-1694.

Sincerely yours,

A handwritten signature in black ink that reads 'Teri Dwyer'.

Teri Dwyer  
Principal

St. Raphael School Federal Tax ID #52-0847815