*Use this template to request items from colleges and/or businesses for your hallways, college & career centers, or for prizes for College Application Week. Change the items highlighted in yellow and delete items highlighted in gray.*

**SCHOOL LOGO and/or ADDRESS**

**DATE**

Dear **(NAME OF COLLEGE OR BUSINESS)**,

**(NAME OF YOUR SCHOOL)** believes that education beyond high school is important. A college degree gives people more opportunities and a better life.

*For college decorations:* Therefore, we are increasing our efforts to create a college-going culture and visibly show that we have high expectations for all students. We aim to do this in part by decorating our classrooms and hallways with college pennants, posters and information. We know college budgets are limited, but we would greatly appreciate any donations of college gear, decorations or information.

*For College Application Week:* Therefore, we are participating in Oregon College Application Week, which provides every graduating high school senior the opportunity to apply to college with a particular focus on helping first-generation low-income students, and students who may not otherwise apply to college.

We know that **(NAME OF COLLEGE OR BUSINESS)** supports our local community and students, and we encourage you to remind participating students and their families of this support. We therefore respectfully request a donation of **(SUGGESTED DONATION)** or any other item(s) you believe will help support Oregon’s students’ plans for education after high school. Items will be provided as an incentive for participating students. Your donation will help ensure that the growing number of students participating in this initiative will head off to college with all the tools they need to be successful.

You can send any donations to the following address:

**(NAME OF YOUR SCHOOL)**

**(ATTN: NAME)**

**(ADDRESS)**

Thank you!

**(NAME)**

**(TITLE)**

**(CONTACT INFO)**