



November 14, 2022

Dear Our Lady of Guadalupe Families,

As we look forward to the season of Advent and our preparations for the celebration of Christmas, we may call to mind those we cherish and wish to acknowledge with a gift of appreciation. For many of us, our children's teachers are among those who hold a special place in our hearts.

Each year during the holiday season, we reach out to our parent community to ask for a gift to the Teacher Holiday Fund. This fund was established nearly 20 years ago as a way to recognize and celebrate the gifts that our teachers are to the students. Our teachers and staff members dedicate their time, energy, and enthusiasm to provide a high-quality, Catholic education to our children. They are truly the hands and feet of Jesus serving our children every day.

It is our hope that you will take a moment and contribute to this fund. This year, we are asking for gift cards or a monetary cash/checks donation. Donations can also be drafted from your FACTS account. If you would like to have the donation drafted from the FACTS account, please complete the form attached. All gift cards will be accepted. Dollar amount should be visible. All contributions received will be divided equally among the entire faculty and staff as a special Christmas gift from our families. The gift cards will be given to the faculty and staff prior to the Christmas break.

This is entirely voluntary and any amount you may wish to contribute is appreciated. Additionally, if you would like to participate in this collection, please have your child color the attached picture and return it with your gift inside the envelope marked "OLGS Holiday Fund" to the school office no later than **Friday, December 9th**. If you prefer to pay on FACTS, you can return the slip below to the school office or fill out this Google Form to authorize a payment amount of your choice. [Click HERE to access Google form online](#). FACTS payments will be withdrawn the week of December 13th.

Thank you for your consideration of this expression of gratitude.
Please join me in taking this opportunity to thank our teachers and staff.

Yours in Christ,
Irazema S. Ortiz
Irazema S. Ortiz
Principal



*FACTS option: Use the QR code above for electronic authorization for FACTS payment. Or, sign below and return to the school office to authorize a withdrawal.

Student Name: _____ Grade: _____ Donation Amount: _____

Parent Signature: _____

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