

December 1, 2025

Attention: Donation Manager

I write to you today on behalf of Union of Pan Asian Communities (UPAC) also recognized as **Uniting People Across Cultures**, to request a donation for the **UPAC's 51st Annual Leadership Awards Dinner from 5-9pm on Tuesday, May 12, 2026 at Venue 808**, an event space in downtown San Diego just across from Petco Park that is sure to impress with over 300 guests in attendance!

For the last 50 years, the mission of UPAC is to strengthen and empower the diverse, underserved and vulnerable communities of San Diego. We provide person centered, holistic services prioritizing culture and ethnic identity to enhance the overall health, well-being and self-sufficiency of those served.

Each year UPAC reaches out to local businesses requesting donations of goods and/or gift certificates to assist us in raising funds to help over 34,000 families we reach, who are in need.

As a contributor, your donated item(s) will be on display during the auction and you will receive recognition in the event program book, UPAC Website, social media, and our on-stage media presentation during the event. All funds raised will go directly to support UPAC's programs and services. UPAC is a non profit 501(c)(3) organization and your donation is tax-deductible within the limits of the law.

How Your Donation Impacts the Community:

- *Providing job training to at-risk youth*
- *Saving lives through substance use prevention*
- *Delivering culturally competent mental health services*
- *Reducing homelessness among adults with mental health conditions*
- *Decreasing gang involvement among "at-risk" youth and young adults*
- *Mentoring youth who struggle with language and cultural barriers in school*

Can we count on you to provide an item for the auction?

Please complete the enclosed auction form and return it to UPAC no later than Friday, May 1, 2026. Please note any restrictions that may apply and a dollar value. **We would be happy to coordinate a pick up of larger auction item(s) at your convenience.**

We are incredibly grateful for your offer to donate an item or service to help support UPAC's many programs. Your donation and support can help us make a positive difference in the lives of thousands of San Diegans. For more information about the event, please visit us at <http://UPACGALA2026.givesmart.com>.



Sincerely,

Jennifer Leedom

Jennifer Leedom, UPAC Special Events

SILENT / LIVE AUCTION DONATIONS

Description: **Please be as detailed as possible, including expiration dates, size, color, quantity, restrictions, etc. If additional space is needed, please attach information*

DONATION VALUE \$ _____

**Required for tax receipt and UPAC accounting records*

SPECIAL REQUIREMENTS OR RESTRICTIONS:

**Please include brochure, photos or any visuals you would like displayed of the product/services donated*

DONOR CONTACT INFORMATION

Please list me/my company: _____

Contact: _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ E-mail: _____

UPAC CONTACT & EVENT INFO

Jennifer Leedom, Special Events jleedom@upacsd.com

Direct Line/Cell (619)508-7441

<http://UPACGALA2026.givesmart.com>



Thank you for your consideration and continued support of UPAC!

*** All Auction donations must be submitted, sent-in or delivered to UPAC by Friday, May 1st 2026.**

(For smaller items, please send to main office address 1031 25th Street San Diego, CA 92102. For larger items, we will be happy to arrange pickup at your convenience)