



To: Heritage Pioneers

From: Dennis Knight, HHS Athletic Director, and Ingrid Hamlet, HHS Athletic Booster Club President

Date: August of 2016

RE: Heritage High Engraved Brick Project

As part of the construction of the new Heritage High School, the Heritage High Athletic Booster Club is offering a second order to Pioneer supporters that missed the first order. For \$50, you can purchase an engraved brick which will become part of a walkway from the new school to the outdoor athletic facilities. This is your chance to both support this fundraising effort by the Heritage Athletic Booster Club and become part of the permanent footstep of the new Heritage High School. We are hopeful that you will want to be a part of the historic Heritage High School #2!

Here are the details:

- 4" x 8" x 2 1/4" English Edge paver bricks (Only 1 size is being offered)
- \$50/brick which includes cost of engraving and installation.
- Your purchase allows you three lines of engraving; each line can handle a maximum of 18 characters, where each letter, punctuation, and spaces count as one character. This allows a total of 54 characters. The engraving will be all black letters and will be engraved by a laser. Your lines of characters will automatically be centered per line.
- Cash or checks are accepted. The Booster Club is not set up to handle any credit cards.
- Checks must have a current phone number listed/written on them. Checks should be made out to *Heritage High School (Athletic Booster Club)*.
- Because we do not have 501© 3 status, we are unable to grant a tax deduction credit on a brick purchase.
- Return your completed order form and check to the Heritage High School Athletic Office, Heritage High, 3020 Wards Ferry Road, Lynchburg, Va. 24502. Cash should not be sent through the mail; any cash payments need to be delivered in person please to the HHS Athletic Office. Confirmation of receipt of your order will take place by email. Please list your email on the appropriate line on this form. If no email address is given, phone confirmation will be given.
- Should you have questions, you may reach the Athletic Office at 434-515-5411 or you may email Dennis Knight at knightcd@lcsedu.net.
- Please also list a phone number (cell or home) for our use if we have any question about the legibility of your requested engraving; please be as precise with your penmanship as possible so we make sure your brick is done according to your wishes.
- Our goal for the date of placing our second order is September 30th 2016. This will allow that the second delivery to be here in house prior to the scheduled beginning of the walkways from the new school to the athletic fields. Our plan is to continue to take orders and submit subsequent orders, adding those bricks to the walkway., so place your order now to be part of the next batch of bricks.
- Please help us spread the word about this project and notify anyone you know who has connections to Heritage who might be interested in purchasing a brick. Also, this walkway will become a permanent part of the new Heritage, so you may want to consider purchasing a brick in honor or memory of someone.
- The order form is on the reverse side of this page.

YES! I want to support Heritage High School's Athletic Booster Club and also be part of the history of the construction of the new Heritage High School. Please process my application for an engraved brick.

Name of Purchaser

Home Address

City/State/Zip

Email Address

Cell/Home Phone



My check (or cash) is enclosed in the amount of \$_____ for the purchase of _____ brick(s). My requested engraving for my order is below. Please **print** legibly. Remember spaces and punctuation count as characters. Remember to capitalize those letters which you want to appear with capitals; your order will be processed exactly as you print it below.

Brick #1

Line 1: _____ (18 character maximum)
Line 2: _____ (18 character maximum)
Line 3: _____ (18 character maximum)

Brick #2

Line 1: _____ (18 character maximum)
Line 2: _____ (18 character maximum)
Line 3: _____ (18 character maximum)

Brick #3

Line 1: _____ (18 character maximum)
Line 2: _____ (18 character maximum)
Line 3: _____ (18 character maximum)

If you wish to donate more than 3 bricks, please use a separate sheet of paper for the information of each additional brick or simply reproduce this page to use more than once.

For HHS Office Use Only:

_____ Date Received _____ Date Deposited and Entered
Check # _____ in the amount of \$ _____ OR Cash in the amount of \$ _____

Received and documented by HHS Athletic Department Staff Member _____