

## Immaculate Conception & Our Lady of Perpetual Help School

# UNDER THE BIG TOP - SPRING GALA & AUCTION

March 5, 2022

### ICOLPH Auction – Procurement Information

Ask and our school community shall receive...

To reach our goal of raising **\$160,000**, we need **every person** in our school community to help.

We need your help to:

- Generate sponsorships and advertising
- Bring in high-value, Live Auction items: 30 Total
- Ask local businesses for Silent Auction Items: 200 Total

#### Where Do I Start?

The first principle of a successful auction is to procure great quality items that people will want. The best items are unique experiences, activities, and items that are not easily purchased. Be creative! Would you bid on your item? Do you want your item yourself? Quality makes all the difference.

- **Start with you.** What can you personally do, or offer? Are you, or a friend, a great chef and want to offer a dinner party? Do you own a vacation home, Timeshare, Hotel redemption points? Can you offer a job shadow in an unusual or unique career field?
- **Go to family, friends, neighbors, acquaintances.** Do any of your relatives or friends have access to special items or talents? Ask them if they would be willing to share!
- **Talk to businesses that you frequent often!** Many businesses are struggling right now so look for partnerships with businesses. This is a challenging time right now so connect with businesses and friends who you think would like to support the organization and that you support. Let them know the difference they will make at ICOLPH by supporting your school.
- Still not sure what to donate or procure? Contact our Auction Chair; Catrina Coulson at [auction@ic-olph.org](mailto:auction@ic-olph.org), 206-353-6025

Proceeds raised at the auction will go to...

- Provide tools to enhance our educational programs for our students.
- Update our curriculum, academic assessments, and enhance our technology.
- Invest in our amazing staff, who tirelessly nurture, encourage, and challenge our students to achieve their very best. Provide funds for classroom grants and school programs. We need your participation and generous support to reach our goal.

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### Procurement Guidelines

Please deliver your items to the Main Office or to the Auction Room on the first floor of the Annex

- Procurement Deadline is **Friday, January 28<sup>th</sup>, 2022**, but we strongly encourage you get out there now and procure items, as many competing auctions are doing the same thing.
- Items **should be new** and in the **original packaging**. **No used items will be accepted.**
- Clothing, shoes, and collectibles (coins, figurines, etc.) will not be accepted
- You can combine items of a lower cash value with other lower value items in a themed package. (i.e. Family Movie Night, BBQ Basket, etc.)
- Please complete the procurement form in its entirety, **including fair market value.**
- Handcrafted items and artwork may be accepted with the approval from the auction committee
- All items will be **packaged and placed under the discretion of the Auction Committee** to generate the maximum value.

### Procurement Process

1. **Use the official ICOLPH school procurement letter and tax form.** Many businesses need the information found on the official business letter, but you can also add a personal note to the letter for the business! Our non-profit status and tax ID number, 91-0521962, it appears on the procurement form. Online copies are available on our school website at: <https://icolphschool.org/auction>
2. **Fill out a procurement form for each donation.** You, or your donor, must complete a procurement form for each item. Donors keep the pink copy and all other copies are returned to the school. Procurement forms can be found in the school office, or online at our school website at: <https://icolphschool.org/auction>
3. **Contact businesses and friends you know and do business with.** Many businesses are struggling right now so look for partnerships with businesses. This is a challenging time right now so connect with businesses and friends who you think would like to support the organization.
4. **Don't Forget to Follow Up!** It may take more than one letter, visit or phone call, to get your item. **If you're "working" a business, don't forget to send the procurement chair a quick note so that the business doesn't get doubled up on.**
5. **Send a Thank You.** We cannot say "thank you" enough, and what better way to continue strengthening your relationship with your donors than with a handwritten note of thanks.