



Procurement & Recording

What are my responsibilities?

1. Each family is required to procure a relevant item or donate a minimum of \$25 toward their child's classroom showcase (\$25 per child, per showcase)
2. Each family is required to procure a relevant item/package or component of a package worth a minimum of \$100 to the general silent/live auction. THIS IS IN ADDITION TO THE CONTRIBUTION TO THE SHOWCASE.

At a minimum each family is procuring \$125 worth of goods to be applied to the success of the auction.

What does it mean to procure?

Ideally, an item will be procured from a vendor as a donation to the auction. If you have a business that you know and their product would fit in with a showcase or package you can ask them to donate said product. You would then fill out the Item Donation form as the person who obtained the item, not the business it was donated from. You would then get your "credit" for procurement.

Alternatively, you can purchase an item to be included in a showcase or package, in which case you would fill out the paperwork as the "individual donating the item".

What if I have no idea what to donate/procure?

There is a Showcase Coordinator for each classroom that would be happy to help give you ideas of items that you could procure/purchase for your \$25 per child, per showcase obligation.

You can also contact the Procurement Team, for a list of auction basket ideas that you could procure/purchase and create yourself for your \$100 general auction obligation. We would love for you to sign up to create a basket or possibly use your talents to make an item.

The link to the St. Francis Auction Procurement Letter which outlines our 501(c)(3) status is:
<https://stfrancissherwoodschool.org/auction>

I procured a donation, but I am unable to go pick it up...

No worries! We have amazing volunteers who can pick it up for you!

Do I need to turn in a complete basket ready for presentation? Am I responsible for packaging?

We got you covered! We can package items together and spruce up and add pizzazz to a package.

When are donations due?

The deadline for donations is **September 27th** – no items will be accepted after this date due to packaging, catalog entry, etc.

How do I record my donations?

Whether cash, certificates, or products, everything must be entered into our database to get a tax receipt, thank you letter and school credit.

You can enter an item directly into the database via the school website:

<https://www.stfrancissherwoodschool.org/auction> and click on Donations and Donate Today. Then click on Item Donation **(A)**. It is important to record the business name and contact for the business if a business directly DONATED an item **(B)**. YOUR name would go in the **Name and email address of person who procured this item if**



different from donor section of the form (C). The business information goes in the **contact (B)** section of the form so they can get a tax receipt and thank you letter for donating. The radio button for **Business Donor** would also be selected (D). YOU are the procurer so select the appropriate radio button for that section as well (E).

If you as an individual are purchasing an item and donating it as an individual then your name and contact information would be entered in the **contact section (B)** (so YOU can get a tax receipt and thank you letter) and you would check the I am an **individual donor** radio button (D).

2019 Gala and Auction
Item Donation
A

2019 Gala and Auction
Saturday, October 19, 2019

In lieu of a physical donation, I would like to make a monetary donation.

Donation Amount:

Item Information

Item Name:*

Estimated Value \$:*

Item Description:*

Notes:

I am a(n):*

Individual Donor D
 Business Donor

I would like to remain anonymous:* Yes No

Is this item for a Class Showcase: C

Name and email address of person who procured this item if different from donor.:

Was the person who procured this item a St. Francis School family, parishioner and/or supporter?

School Family
 Parishioner E
 Supporter



Contact Information

B

Company:*

First Name:*

Middle Name:

Last Name:*

Address:*

Address2:

City:*

State:*

Postal Code:*

Country:*

At least one phone number is required.*

Mobile Phone:

Home Phone:

Work Phone:

Email:*

Fields marked * require an entry.

NOTE - If two or more families have combined efforts on a package: Please enter the details of the portion of the package your family was responsible for, entering in the notes that it is a combined effort for package XXX with (other family(s) name(s)). Make sure all families enter the same item name so they are grouped together in the database and enter only the amount your family was responsible for.

If you have any questions, please contact:

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For general procurement questions, please contact:

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