

## **Donations/Procurement How-to**

### **Purpose of the Auction**

Fundraisers are critical in helping us provide the best possible educational experience for our students. The Auction is one of two major fundraisers of the year. Proceeds help fund extra instructional staff, art and music programs, field trips, special projects and programs, plus much more.

### **Where to start?**

#### **Start with you**

What can you personally do or offer? Do you or a family member or neighbor own a business? Are you or a friend a great chef who wants to offer a dinner party? Do you have season tickets? Do you own a vacation home? A timeshare? Airline tickets? Hotel points?

Are you connected? Ask your favorite local merchant for a donation.

### **Procurement Process**

Check [www.sverocks.com](http://www.sverocks.com) for a complete list of business that have already received a donation request letter.

### **Use an “official” procurement letter**

Many businesses like to have a request for a donation on the school's letterhead for their records. Most of them require the nonprofit tax ID number, which is located on the procurement letter as well as the procurement form. Procurement letters can be found and printed online at <http://www.sverocks.com/>

### **Fill out the procurement form for each donation**

You or your donors must complete a procurement form for each item. Make a copy for the donor and return the original to the school office. Procurement forms can be found and printed online at <http://www.sverocks.com/>

### **Thank You!**

The auction committee has a formal thank you process and your donors will receive a thank you note. If you wish to add your personal thanks you may do so but it is not necessary. Remember, we cannot say thank you enough.

### **Questions?**

Please contact Procurement Co-Chairs Jennifer Jones ([sigafosj@yahoo.com](mailto:sigafoosj@yahoo.com)) or Valerie Newsum ([valerie.newsum@gmail.com](mailto:valerie.newsum@gmail.com)) with any questions you may have.