

St. Brendan Parish School

40th Annual Auction

Procurement Handbook



Dreams Take Flight

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Dreams Take Flight

This handbook has been prepared to help you understand the purpose of the St. Brendan Parish School auction and the procurement process. We hope it will give you ideas, information, guidance and the tools you will need to get started on procuring great items for the auction.

Purpose of the Auction

The purpose of our auction is to raise money for St. Brendan Parish School. All proceeds directly benefit the **school children** by enhancing school programs, ensuring excellent and affordable Catholic education, and supporting instruction and curriculum. Your participation and generous support is needed in order to obtain our lofty goal of \$200,000 gross revenue!

Mission

The **2011 St. Brendan Auction: *Dreams Take Flight*** is a **Passport to the “Catholic School Advantage”** for our children. Our Catholic school provides our children the foundations for their Catholic faith, superior academic achievement, solid moral teachings, and respect for themselves and others. Your support allows Saint Brendan Parish School to meet the challenges of today’s social and educational environments.



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Introduction to Procurement

Getting Started

The first principle of a successful auction is to procure, procure, and procure!

Quality items make the difference!

The success of an auction depends on the value of and the demand for items up for bid. The best items are unique **experiences, activities and items that are not easily purchased** and have greater value than just the ticket price. Be creative with your items! Look to your relationships. Find out who knows whom and leverage those relationships.

Where do I start?

1. **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 have season tickets to a ballgame? Do you own a vacation home? A timeshare? Airline tickets?
2. **Go to family.** Do any of your relatives have special items or talents they would share with you? Ask them!
3. **Go to friends, neighbors and acquaintances.** Say to them. “We have our annual school auction coming up and I am trying to think of something unique / fun / interesting / valuable to put together this year. Do you have any ideas or thoughts or friends who could help me?”
4. **Talk to merchants,** especially the ones you frequent often. Most businesses have a budget for donating to the community, and they are willing to donate to charitable auctions. If you are a regular customer at a local business don’t be shy about asking for a donation. If you don’t ask, another school or organization will. Businesses are very generous and this is a form of advertising for them to our huge community of over 160 school families and over 2,000 parish families!
5. **E-mail!** This opens up all kinds of new opportunities. Almost every business, hotel, resort, restaurant, and merchant has a website. This is a fast and easy way to ask for goods or services. All the materials you need (the procurement form, letter and the tax ID number) will be available on the St. Brendan Parish School Auction website.

Be persistent, courageous, use humor and get a friend to go with you.

Remember, if you don’t ask, someone else will!

Procurement Process

1. **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. The most effective letter is tailored to the business you are writing. Auction letterhead and sample letter can be found at www.saintbrendan.org/auction.
2. **Fill out the procurement form for each donation.** You or your donors 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 www.saintbrendan.org/auction
3. **Follow Up!** It may take more than one letter, visit or phone call to get your item. Some merchants “hold” your request until a follow up call or visit is made. But once that is done, you are almost guaranteed success.
4. **Thank you’s.** The auction committee has a formal thank you process and your donors will receive a written 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.



Procurement Guidelines

- ✈ ***Family procurement deadline is Friday December 17th, 2010.***
- ✈ Each family is required to procure item(s) at a minimum value of \$150.00 or donate cash equivalent.
- ✈ Items should be new and in the original packaging. No used items will be accepted.
- ✈ All items will be packaged and placed under the discretion of the Auction chairs for maximum value and desirability.
- ✈ Clothing is accepted only under the discretion of the auction chairs.
- ✈ Items should have a minimum value of \$50. Items may be combined with other items in a theme package.
- ✈ Please deliver your procured items to the PTO room in the designated area. If you can't get the item to school, check the box on the procurement form indicating that a pick-up is necessary.
- ✈ Please review your item ideas to make sure they are "sellable". We rarely receive full face value bids for any items. This is especially true of services of a highly personal nature such as chiropractors, financial planners, doctors/dentists, and gym memberships. Keep in mind we are looking for items that are likely to generate higher bids.
- ✈ Service providers may consider supporting the auction by advertising their business in the catalog in lieu of donating services.
- ✈ If you have a personal contact that you procure from every year, contact them early or someone else will.
- ✈ Catalog procurement deadline for business is **Monday January 31st 2011.**



Procurement Form

Completing the form is as easy as 1...2...3...4. Please fill out the form as completely as possible. Make sure to complete a separate form for **each** item procured. Your donor keeps the pink copy and the other copies are returned with the item. You can find procurement forms in the school office, PTO room or on the auction website.

1. Complete Donor Name and Contact Information.

1	Donor or Company Name:			<input type="checkbox"/> School Family <input type="checkbox"/> Grandparent <input type="checkbox"/> Staff/Teacher <input type="checkbox"/> Business <input type="checkbox"/> Friend
	Contact Person:			
	Address:			
	Phone:	Fax:	e-mail:	

2. Complete Item Description including restrictions if any.

2	Donated Item (please use a separate form for each item):		Value of Donation \$
	Detailed Description (include quantity, size, color, brand, etc)		Donation:
			<input type="checkbox"/> Is attached
			<input type="checkbox"/> Can be picked up on: _____
			<input type="checkbox"/> I will deliver on: _____
Restrictions/Limitations (black out days/dates, delivery areas, locations, pets etc)		Expiration Date (if any)	

3. Donor Signature and Procures Name.

3	Signature of Donor:	Date:	Procurers Name	Telephone #

4. Complete section for gift certificates if applicable.

AUCTION GIFT CERTIFICATE The following is donated to St. Brendan Parish School auction:	
Item: _____	Value: \$ _____
Restrictions: _____	Certificate Expires: () One Year from Auction Date or ___/___/___
Contact: _____	Phone: _____
Business Address: _____	
Authorized by (Name): _____	Title: _____ Date: _____

Procurement Best Sellers

- ✈ **Electronics:** everyone loves gadgets! Items such as I-pods, I-pads, game consoles, blu-ray players, cameras, smart phones, laptops, TV's etc.

- ✈ **One of a kind items that cannot be purchased:** Time to work those connections! Experiences such as bat boy, field/behind the scenes tours, back stage passes, meet the players, sporting events, celebrity encounters, TV set tours, and dinner parties.

- ✈ **Gift Certificates and sporting tickets:** help complete packages.

- ✈ **Experiences and/or Outings:** such as wine tasting, spa packages, movie nights, lunches, fishing/hunting trips.

- ✈ **Anything with Wheels or a Motor:** ATV, Snowmobile, bicycle, boat, tractors, lawnmowers, motorcycle..... you get the idea! Our dream has always been to auction a **car**. If you have a gently used vehicle that can be refurbished into a teenager's "DREAM" car, we can arrange automotive work to get it into auction shape. Please call the procurement team to discuss any ideas.



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