

Dear Providence Parent,

Our 16<sup>th</sup> annual benefit auction will take place **Saturday, April 1st, 2017**, at the Inglewood Golf Club just a few miles north of the school. This inspiring evening of fundraising will include entertainment, a silent auction, a live auction, several exciting games, and a scrumptious gourmet dinner.

Proceeds from our auction will ultimately enhance the educational experience for all, and as this is the most important fundraising event of the year, we are seeking your help to accomplish our procurement goal of **300 items valued at \$75,000**. The success of an auction depends on the value and demand of the items up for bid. We obtain these items primarily from YOU, our school families, through procurement. Procurement is the process of asking businesses or friends to donate items to our auction. We know that for some people this process can be intimidating but it doesn't have to be. The key to successful procurement is to be creative and have fun.

Now is the time to get your creative juices flowing and put together some awe-inspiring items for the auction. You can look over the enclosed list of suggested donations for ideas that may be suited to your interests and abilities -- we need a vast array of donations to ensure a successful auction. Our aim has three objectives -- to make procuring easier for you, to provide quality auction items, and to maximize supply and demand for goods we procure. Please target larger ticket items whenever possible.

### Donation & Procurement Guidelines

- We are asking each family to procure **at least five items**.
- The catalog deadline for turning in all procured items is Friday, February 3rd.
- Procured items can be delivered to the school office at any time during school hours before the final deadline.
- Items should be new and, whenever possible, in the original packaging.
- Please try to keep items valued at less than \$25 to a minimum. However, they may be combined with other items to create a theme package or basket.
- Please review your item ideas to make sure they are "sellable". Medical services and doctors are personal, and therefore dental, orthodontic, chiropractic, or eye exams usually go unsold, thereby falsely inflating our procurement numbers. If your medical provider would like to donate something tangible (i.e. a Sonicare toothbrush, etc.), that is terrific. If they don't have a tangible item, encourage them to advertise or be a sponsor!
- Remember the best items are unique experiences, activities and items that otherwise could not be purchased or not easily purchased.

### Procurement Details:

- **Attached are five procurement forms and three donation request letters.** When you need more forms, let me know. The donation request letter explains the auction and the benefits the merchants will receive for their donation. Forms can be found online as well.
- We will have an auction website again this year. More info will be coming home about this online bidding webpage (*anyone will have the ability to bid on silent auction items online!*).
- We are including a list of items you procured last year (if applicable). Use it to procure this year!
- **For every five items you procure you will be entered into a drawing to win an Amazon Echo (Alexa)!!!**

### Other ways you can help:

- Identify sponsors and advertisers for the auction sections and/or games. I have attached a list of opportunities.
- Volunteer to help in at least one area. See the Highlander Herald for a list of ways you can help.
- Attend the auction, bring a guest, and/or sponsor a table.

Thank you in advance for helping with this event. It is always exciting to see how God blesses Providence through our auction! Please email questions to me at [corymarshall@pccs.org](mailto:corymarshall@pccs.org).

Soli Deo Gloria,

Cory Marshall  
Providence Fundraising Director