



January 12, 2018

Dear OLP School Families,

Our annual school auction is approaching and, in order for the auction to be a success, it is important that every school family take an active role in procuring items for the auction. **We are recommending that each school family procure from 1-2 businesses.** Please **do not** contact any Panther Partner Business for an auction donation. They have already pledged their donation for the 2017-2018 school year. A complete list of our Panther Partners is listed on the Sign-Up Genius linked below, and can be found on the school website at <http://olplsschool.org/our-panther-partners>.

### Silent Auction Procurement Sign-Up Genius Link

<http://www.signupgenius.com/go/508094fa5ae23a46-kindergarten>

*Password is OLP80s*

#### 1. Select businesses to approach

- ◆ We have created a Sign-Up Genius with recommended non-Panther Partner businesses to approach for donations. Each grade has a tab on the Sign-Up with businesses to contact. Select your businesses to contact and submit your signup.
- ◆ You may procure from any non-Panther Partner business, included and not included, on your grade's tab of the sign-up genius. The listings per grade are just a recommendation based on the grade theme.
- ◆ To help find a business quickly, an alphabetical list of all businesses and tab location will be attached in the description on each sign-up genius tab.
- ◆ If you procure from a new business not listed on the Sign-Up Genius, please enter that business name on the New Business Tab with those details.

#### 2. Visit your business

- ◆ Take a copy of our auction letter, procurement form and Panther Partner Sponsorship Levels provided in your procurement pack. You can also get more copies at the school office or print them from the school auction webpage.
- ◆ The **Panther Partners Sponsorship Levels** document will have the remaining current school year recognition opportunities for their business highlighted for easy reference. The inclusive sponsorship level package would be available to them if they pledged their donation at the beginning of a school year. **If they would like to receive more information on upcoming 2018-2019 school year marketing opportunities for future school/auction donations, please check that spot on the procurement form.**
- ◆ When you contact your businesses, face-to-face contact works best. Introduce yourself and why you are there. Express how grateful OLP is for the support of our local community. Any donation is appreciated.

- ◆ If the merchant declines or is no longer in business, just enter that in the Sign Up Genius comment section and select a new merchant to contact.
- ◆ *Please get a copy of their business card or logo for donations valued at \$250+, so that we can create an ad for them in the catalog. They can send logos to our Panther Partner email address: [pantherpartners@olplsschool.org](mailto:pantherpartners@olplsschool.org).*
- ◆ Fill out the procurement form with merchant. Give them the pink back copy for their records. If you print one from the website, make sure to leave the merchant a copy and bring a copy back to turn in.

### 3. Turn in procurement form and send thank you. You have a few options to turn in your procured items:

- ◆ Take your procured and donated items to a gift gathering party
- ◆ Drop it off at the school office
- ◆ There will be announced drop off times at morning drop off and afternoon pickup, details to follow closer to auction date.
- ◆ The deadline to turn in your procurement is **Friday, April 6, 2018**; however, we will accept auction donations up until the day of the auction.
- ◆ *Optional: Please send a personal thank you note, on behalf of all OLP parents, to the merchant once they commit to donate. Formal thank-you letters will be sent after the auction, but we want our local community to know right away that OLP has an “attitude of gratitude!”*

**Our silent auction items will be a direct result of our school family procurement. We can do this if we each give a little of our time to secure our community donations!**

Thank you for supporting Catholic education at our school. Please contact your Auction Co-chairs; Bridget Bahr or Heather Hoskins with any questions, [auction@olplsschool.org](mailto:auction@olplsschool.org).

*Bridget & Heather*