

**Our Lady Of Fatima
Parish School
Auction Handbook**

**“We Are Family”
April 28, 2012**

Every OLF family is required to donate a minimum of \$300 worth of donations to the auction. Families can do this in a couple of ways:

- 1) Donate more than one item with a combined value of \$300.
- 2) Cash out at a minimum of \$300 (please feel free to give more.) Also remember corporate matches!
- 3) A combination of cash and a donation.
- 4) Donation of one item (such as a party) with a value of at least \$300.

Items (such as parties) can be donated by more than one OLF family together, the value of the donation from each family should be about \$300.

There are two donation deadlines - the first will take place **January 9th**. The second donation deadline will be **February 1st**. By February 1st all donations for the auction will need to be

turned in. This means that the auction office should have your form and gift card or gift certificate, if that is your donation. **Physical items** need to be turned into the auction office by **Friday April 6th** but can be turned into the auction office any time starting now. The reason why the deadline is two months before the auction is that we have printing deadlines that are set by the printing company for our catalog.

If your donation has the potential of being a **live item** please contact the auction office as soon as possible. We work on building the live auction throughout the year.

Please communicate with the class **auction coordinator** for each of your children, to let them know what your donation will be and if you have turned in the donation form to the auction office.

This system is our check and balance.

The auction office will provide auction **donation forms** that will be sent home in your packet in December. If you need additional forms please email the auction office and we will put them in your packets or they can be picked up. There is also a special form this year for **party donations**. This form can be emailed to you or picked up in the auction office.

If you are donating a **gift certificate** you must provide the actual certificate that will be given to the winner. The certificate must provide all of the contact information and be specific if there are any restrictions. If you are donating a **gift card** please provide the card with your donation form.

Items that sell well:

1. Unique experiences
2. Wine
3. Gift cards to local business
(Remember to hit up businesses where you are a regular customer – that warm ask often is met with a very positive reaction. If you are approaching a local business please check with the auction office first to make sure we are not duplicating efforts.)
4. Tickets to sporting events
5. Tickets to local theatre
6. Gift cards to restaurants
7. Vacation homes
8. Current electronics (ie game systems)
9. Local Get-Aways

Items that do not sell very well:

1. Gift certificates for services with a percentage off.

2. Gift certificates for “consulting services.”

Things that we cannot accept as a donation:

- 1) Used items
- 2) Counterfeit items – for example if it is a Louis Vuitton bag it must be an authentic bag.

Regarding this year’s **theme** “We Are Family.” Our theme is inspired by the 1970’s and glam disco. The dress for the event should be inspired by the decade. Have fun with the theme but we are not necessarily suggesting that you wear a costume. (Think Pucci inspired dress.)

Your invitation will come in an early March packet. You are not required to come to the auction but it sells out every year and we have a great time, so please

come! There is a break on the price of the event tickets if you RSVP before a certain date. Anyone is welcome to attend our auction. We are thrilled to have grandparents and friends at the event. If you would like an invitation mailed to someone please contact the auction office and we will be happy to take care of it.

If you are working with a business to provide a donation for the auction, and the donation’s value is large we may be able to provide ad space in the back of the catalog for some donations. If this would be helpful in your procurement process, please contact the auction office and we will let you know if this is available.

Please email the auction office with any questions. jwathen@olfatima.org or Jennifer Wathen’s direct line is 206-352-4582. Thank you in advance for your generosity.