



ANNUAL FUNDRAISER AUCTION DINNER

Saturday, March 10, 2012
Church Hall ~ 6pm

We Need Your Help!

It's not too late to start!!

Items for our silent auction are a major portion of our annual fundraiser dinner. Do you know of businesses/individuals who would like to donate items to the silent auction? Are you willing to volunteer contacting local businesses to ask for donations? Would you like to host a group dinner or activity?

All proceeds raised from the annual auction dinner go directly to support the programs and tuition assistance offered at St. Monica School. Last year's auction dinner was fun and the silent auction contributed to the fundraising success and the enjoyment of those who attended.

We are looking for a range in value of auction items such as:

• **Gift certificates**



• **Event tickets**



• **Merchandise &
Fine wine**



• **Gift baskets**



• **Vacation home
rental**



• **Birthday
Parties**



Parent participation hours are awarded for volunteer services and items donated.

An Auction Donor Form is enclosed for your use in soliciting items for the auction. Additional copies are available at the school office or website at www.stmonicasf.org.

Please return completed Auction Donor Form and items to:

St. Monica School
Attn: Betty Gon c/o Olivia Gon - 6th Grade
5950 Geary Boulevard
San Francisco, CA 94121

Questions? Please contact Betty Gon bw_gon@yahoo.com for details.

Helpful Hints for Soliciting Auction Donations

When thinking about getting items donated for the auction, it is important to remember the old fundraising adage, "People give to people". You can take that even farther by saying, "People give to people they know". That is why it is so important for us to reach out to the broad St. Monica's School and Parish community in our search for auction donations. So, think about the businesses you frequent, your friends and family and other business contacts you have and consider who might be willing to make a donation to the auction.

It's Always Best to Ask in Person, If Possible

The following guidelines can help you solicit a donation "in person" to your frequently visited restaurant, store or service.

"Hi. I frequently dine/shop here and I was wondering if I could speak to the owner or manager". (If you know the owner or manager, approach them directly and follow the suggested dialog. Feel free to customize it as you see fit.)

If the owner or manager is available:

Hi, I'm _____ and my family and I frequently dine/shop at your restaurant/store. I am also a member/friend of St. Monica's, which is having a major fundraising auction on March 10, 2012 to support the school. I am wondering if you would consider a donation of _____ for our auction. *(Although you won't always get exactly what you ask for, it's a good idea to let them know up-front what you would like for a donation.)*

If they agree to donate, try to get the information and complete the donor form for them at that time. If that is not possible, tell them you can leave the donor form for them to fill out and arrange to pick up later. It is very important for accurate record keeping that these forms are filled out completely.

If the owner or manager is unavailable:

St. Monica's is having a fundraiser on March 10, 2012, and I was wondering if I could leave this donor form with you and if you could see that the manager gets it. *(Be sure to get the manager or owner's name so you can follow up.)*

**St. Monica School is a §501(c)3 nonprofit organization
and all donations may be fully tax deductible.
Our taxpayer identification number is 94-1156795.**