

ST. VINCENT DE PAUL PARISH SCHOOL

P.A.C.E. AUCTION PARENT INFORMATION PACKET STVS.US

This year we celebrate our
40th year of hosting our P.A.C.E. Auction

Save the Date

P.A.C.E. Gala Auction

Saturday, March 18, 2023

Seattle Airport Marriott



Procurements

2023

Procurement Deadline
February 27, 2023

Each family is required to raise \$750 or more for their fundraising commitment. Procurements and Sponsorships are a great way to fulfill this commitment and not pay out of pocket. Listed below are some ideas of what we would like donated to our auction.

Live Item Wish List

- Vacation Home
- Local Adventure Packages
- Sports Game Tickets -
Seahawks, Sounders,
Mariners
- Wine Weekend Getaway
- Ride to School in a Fire
Truck
- Local Getaways

Always Popular:

- Dinner prep ared by local chef
- Fine Wine Basket
- Spirits basket
- Wine Tours
- Themed Baskets
- Gift Card Bundles
- Family Outings - Zoo,
Museums, Paint Night.

Join Forces:

Join together with others to create:

- Beach or Pool Party
- Parent Dinner Party
- Guy's or Gal's night out
- Boat Cruise

Electronic Gadgets:

- Wireless Music System
- Game systems
- Fitbit
- GoPro
- iPad/iPod
- Kindle/Nook
- Chromebook

Gift Cards:

- Amazon, Target, Starbucks, Fred
Meyer anything from Scrip List
- Restaurants
- Hotels
- Car Rentals

The ideas are endless

All items need to be NEW and a \$25 value or higher.

Procurements Cont.

When it comes to procuring items, please don't be shy! I know some school families have a hard time asking for donations because they don't want to seem to forward or become a nuisance. They may not even know how to ask or how to get started. Read further to learn. Just remember: in order to receive donations, you need to ask for donations. People want to help; they just need to know how!

Each year we provide a Procurement Packet to New and Current families that includes our standard procurement letter, procurement forms, and examples on how to complete the forms. There is also a list of several procurement ideas to help get the creative ideas flowing. We also have some great talking points on how to start the conversation and how to ask. I know it can seem overwhelming with all that information. I have listed the key information to make it even easier to get started.

- **Decide if you want to try and procure items to help cover your financial commitment. The early you start asking the better. End of August beginning of September is a great time to start. January can be a good time to solicit.**
- **Think of items, experiences, places you frequent and enjoy visiting that you, your family and friends would be excited to bid on. Write them down.**
- **Now make a list of businesses or people you know that you could contact that provide those items and experiences. You can google the business and acquire the address and contact information. Some even have a donation tab on their website that you can fill out and or upload our procurement letter.**
- **Go to the STVS.US Website and Click Parents, Fundraising and Auction. On the right-hand side of the page, select Procurement Letter. Once there you can "add text" to personalize your letter. Save or print to deliver in person, email or mail. Feel free to use the letter as a template and create something more personal if you like.**
- **Mailing is the simplest form if you are not comfortable calling or asking in person. We have had success with just mailing a letter. If it's something you think will be a big-ticket item, following up with a phone call or stopping by is always nice.**
- **You could come up with your own procurement idea and purchase the items yourself (hopefully at a sale price) or ask a family member or friend to contribute. Refer to your idea list and start looking for sales on those items throughout the year.**
- **Pre-Fill the procurement form with the business information and be sure to add your name as the representative so we know who should receive fundraising credit.**

HOW DO SPONSORSHIPS WORK?



Sponsorships are a great way to cover ALL or a MAJORITY of your fundraising commitment. Going above and beyond your commitment is always appreciated.

- How do you get sponsorships? Asking a friend or family member that has a business, a business that you frequent or you have a business.
- Sponsorship money is crucial to cover the hard costs for our Gala Auction event so that all money raised goes directly back to our school. Our goal is \$30,000 or more each year. If we raise more then our goal that amount goes directly back to our school.
- Starting at Silver Level and up, sponsors receive 4 gala tickets which is deducted from the sponsorship amount. Example: Silver Sponsor Level is \$1000.00 and includes 4 Gala tickets at \$80 per ticket totaling \$320. This amount is deducted from the \$1000 and \$680 is applied towards your fundraising commitment. Sponsorships also include advertising on many platforms.
- Sponsorships Bronze \$500 and below full dollar amount goes towards your fundraising.
- We have a sponsorship letter template for your convenience.
- Auction - St Vincent de Paul (stvs.us)

Presenting Sponsor - \$5500

Platinum - \$3500

Gold - \$2500

Silver - \$1000

Bronze - \$500

Friends of St. Vincent \$499 and below

Auction Volunteers

Parent Volunteers are a very important part of what helps make the auction a success.

We have Lead and Co-Chair Positions available. Some of these positions can be done from home. These positions tend to meet volunteer hours for the year.

We also have positions that start a week or two prior to auction and day of event. We start to recruit for these positions in January. Most positions are in person. You will be trained so no experience is necessary.

Please visit our website for more detailed information:
Volunteer - St Vincent de Paul (stvs.us)

It is nice to have parents that can commit to a position each year. We have had parents who have committed to a role for several years in a row. This is helpful because you already know in advance how you are going to cover your volunteer hours.



At a Glance Auction Information

Procurements:

- Do you want to procure items or experiences to cover your financial commitment?
- Ask yourself what items or experiences would you like to see at the auction? Think of places you shop, eat or experiences you enjoy
- What businesses would you solicit to obtain a donation?
- Start as early as possible. August and September are good times to start as well as January.
- Due Date is Monday, February 27, 2023

Procurement, Wish List and Basket Ideas:

- <https://www.stvs.us>
- Parents Tab
- Fundraising Tab
- Auction Tab
- Forms are listed on Right Side of Page

Sponsorships:

- Great way to get ALL or a MAJORITY of your fundraising covered at once.
- Think of what companies you are in contact with frequently or have a family member who has a business.
- Let the Sponsor know they get advertising with their sponsorship.
- Sponsorship form are on the website along with a letter.
- If you have a business in mind and are uncomfortable contacting them, please forward the information to Tony McCarl. I will be happy to contact them on your behalf.
- GOAL is \$30,000 or MORE.

Volunteering:

- <https://www.stvs.us>
- Parents Tab
- Volunteer Tab
- Select PACE Auction
- Select Silent, Gala or Lead/Co-Chair

