



Procurement Solicitation Suggestions and Tidbits

Dear St. Vincent de Paul Families!

Below is information regarding procurements. This information is very helpful in how it all works and worth the read.

When it comes to procuring items, please don't be shy! Schools often have a hard time asking for donations because they don't want to seem too forward or become a nuisance. Just remember: in order to receive donations, you need to ask for donations. People do want to help; they just need to know how! If you can't bring the item to school, check the box on the procurement form indicating that a pick-up is necessary.

Please be sure items are safely wrapped, bagged or boxed to protect them while they are being stored. All items must be in a bag for easy movement to storage and back to school and to ensure items won't get lost.

Please review your item ideas to make sure they are "sellable". This is especially true of services. For instance, your family doctor might be happy to donate a free office visit, but how many people would want to go to a doctor other than their own? Suggest sponsoring as opposed to donating a service. This would be true for lawyers, dentist, etc. A good rule of thumb is to ask yourself if the item is something you would be excited about purchasing.

1. Ask for big-ticket items first, but gratefully take whatever alternative is offered.
2. Enlist help from your friends, neighbors, co-workers, and relatives. The more help you get, the easier it is to be successful.
3. Ask businesses you know for maximum results.
4. Remember, you are helping the donor get publicity for their product or service. You are not imposing. Most people want to help; they just need to know how.
5. Set the example by donating something yourself. Share your donation idea with others to help their thought process.
6. Be creative. Think unique.
7. **Make a list of things you would like to buy at the auction, then go out and get those things donated.**
8. Ask for something specific that you know that person has the ability to give. If you go to your uncle Robert, and you know he has season tickets for the local professional baseball team, ask him if there are any games that he will not be attending for the coming season and whether he would like to donate the tickets. This way, you have done the work for him; he doesn't have to think of something to donate. Instead, you have suggested something so that all he has to say is "Yes" or "No."

Capitalize on familiarity.

- ◆ You will get close to 100% success with merchants you know and frequent. Also, face-to-face solicitations yield higher rates of success than mail or phone solicitation. If you do use mail or email, be sure to FOLLOW-UP with a phone call.

Make sure you speak with someone who can make a decision.

- ◆ If the manager or decision-maker isn't present, find out their name and when they will be available and try again.

Explain the mission of St. Vincent and why we are holding the Auction for our school.

We are a faith-filled Catholic school that promotes academic achievement and spiritual development for our students and families. This is reflected through worship, learning, support of each other, and service to the community. Adding your own personal testimony for our school is helpful too.

Help the donor fill out the auction donation forms on the spot or explain how to.

- ◆ Bring a procurement form with you and any supporting documentation to leave with the business.
- ◆ If they ask you to leave the form to be filled out and mailed later, Pre-Fill the form with the businesses name, address and phone number. This is a nice gesture and less for them to fill out.
- ◆ Take a picture of form you left or a note to yourself who you left the form with.
- ◆ Be sure to FOLLOW-UP!

Please thank the merchant equally whether or not they donate, and whether their donation is \$25 or \$200.

If the merchant cannot or does not donate, consider whether you still would like to

- ◆ Highlight this merchant by buying a gift certificate/card to donate yourself, in order to engender goodwill for future auctions. Next year, this merchant may enjoy a better business season and remember your support.

Fundraising Credits

- ◆ Remember, you will receive fundraising credit in the amount that the item you procure **sells for** (not what it's worth.) Example: You procure two tickets to a Mariners game, including parking. It sells for \$200. That \$200 is credited to your fundraising requirement. The more you procure, the quicker you will meet your fundraising credits.

Tangible and Intangible Procurement Items

- ◆ **Tangible** items are a physical object such as a basket item, fruits, purses, quilts and etc.... Examples of **Intangible** items are a gift card, gift certificate.

Procurement Forms

- ◆ If you need extra procurement forms, you can visit our website at <http://www.stvs.us/auction.html>. or stop by the office to pick up a hard copy of the procurement form. Please see sample on how to fill out form in your packet.

Procurement ideas

- ◆ Feel free to email, Tina Mancuso, Auction Coordinator, and she will be happy to share lists of ideas with you. You can also find ideas on the website stvs.us Parents tab, Fundraising tab, Auction Tab.
- ◆ Pinterest also has great ideas.

Minimum Value of item:

- ◆ Minimum value of items accepted for your procured item is \$25.00. **Physical Items must be unused.**

Procurement Deadline

- ◆ **The procurement deadline is Monday, February 28, 2022. Please turn in your procurement form with your procured item. If you will be picking up item at a later date please turn in procurement form keep a copy for your records and indicate pick up date.**

Procurement Script and talking points when talking to a business to procure your items:

- ◆ “Hi my name is _____ and I am a parent at St. Vincent de Paul School. Each year we have an annual auction fundraising event. This year’s Virtual event, “Brighter Together”, will be held on Saturday, March 19, 2022
- ◆ Would you consider donating to our event in support of our children and school?
- ◆ Would you consider donating _____?

Guiding Points After you do the “Ask”:

- ◆ Wait for a pause and see what the manager or owner of the business that you are talking with says.
- ◆ Most likely they will tell you what their process is and just follow their instructions to procure your item.
- ◆ They will ask for our school’s Federal Tax Identification Number which is 91-0156413.
- ◆ They may also ask for a copy of the 501 (C)-(3) tax document. Please contact Tina Mancuso for these inquiries. Be sure to get the email that it will need to be sent to.
- ◆ Be sure to accept what they are able to donate for the auction.
- ◆ Thank them for what they are able to do for St. Vincent de Paul School.

St. Vincent de Paul School Mission:

- ◆ We are a faith-filled Catholic school that promotes academic achievement and spiritual development for our students and families. This is reflected through worship, learning, support of each other, and service to the community.

Deadline for your procurement items are due by Monday, February 28, 2022.

Thank you in advance for your efforts in procuring items!

“Brighter Together”

Auction Procurement Team

PACE 2022