



Winter 2011 - 2012

Dear Fellow Silverwood Families,

This year, 2012, marks Silverwood's 13th Annual **RECESS** Auction, held Friday evening, March 16th, 2012. Our goal is to raise \$50,000 for the 2012 - 2013 school year. With the help of all Silverwood families and the community, we believe we can meet this goal. We need you to help **Rally to Ensure the Continued Excellence of Silverwood School**. Each Silverwood family is expected to "Find Four" items/donations to be sold as part of our silent or live auction. A letter to the business community and your procurement forms are included in this packet. Additionally, each family is asked to procure a sponsorship from a business or individual. Silverwood's 2012 Auction Sponsorship Information brochure is included in this packet. This brochure has information on the levels of sponsorships as well as a sponsorship form. Any sponsorship questions should be directed to Rob McIntyre or Debbie Bowman. Additional copies of all our auction forms are available in the office and on the school's website. Here are three ways you can help the auction succeed:

We are starting early this year! Many of you have told us that you would have loved to procure items while holiday shopping, so this year we are providing you with everything you need. This is a wonderful opportunity to request donations from merchants that you do business with during the holiday season, but that you might not have the opportunity to approach during our traditional, post-holiday procurement period. Get a jump on getting your four!

1. Donate Auction Items

Our greatest need is for items in the \$50-\$500 range. We can use these items in our Silent Auctions or combine them into packages and exciting events for our Live Auction. Many of the items donated last year sold for well above their stated value, so be creative, have fun, and thank you for supporting this critical fundraising effort! Need ideas? Consider these:

Physical items: Espresso machine, iPod, fishing pole

Food-related items: Restaurant certificates, case of wine, lattes for a year, gourmet dinner served at your home or delivered to the purchaser's home

Unique items: Autographed sports items, flowers for a year, used car in good condition, instant party with cake and decorations, babysitting for an evening, dental crown

Experiences: Amusement park tickets, touring the Capitol, day trips on private boats, dinner packages, "how to" lessons, day on a sailboat

Trips: Oregon coast getaway, weekend at a condo or cabin, ski trip, fly-fishing, sporting event getaway, hotel escape, timeshare, vacation home

Packages: Themed for a gardener, mom, dad, coffee, northwest, new baby or rainy day fun.

For more ideas, FAQ's, and examples of what's sold well at past auctions, review the Support link on the Silverwood website. If you have questions, need an item picked up, or know of a possible donor but would like our help in asking them to donate, please contact any member of the auction committee.

2. Buy Tickets and Invite Friends

We are asking each family to provide us with a list of family, friends, neighbors, coworkers, etc. that you feel would like to attend our auction. This list will be used ONLY for auction invitations and will not be used for any appeals, advertising or other purposes. Please turn in the list by January 27, 2012 so that our invitations can be mailed in a timely manner.

3. Volunteer, Volunteer, Volunteer!

Regardless of whether or not you attend the auction, we need your assistance for a variety of tasks including envelope stuffing and mailing, item procurement and tracking, and day-of-auction set-up, check-out, and clean-up. The more people who volunteer the smoother our auction will run.

As always, thank you for your support of our school. This year our procurement forms are triplicate forms. Each form is to be filled out at the time of procurement. One copy (pink) of the completed form is to be left with the donor as an initial receipt. The other copies (white and yellow) are to be physically attached to the item being donated and brought to the school office. Please ensure the forms are completely filled out and you have all components of the item, prior to turning it into the office. We will send a thank you letter and a tax receipt to the donor, after the auction, acknowledging their important contribution. The auction donation request letter and procurement form are enclosed, and more are available in the office or on the Silverwood School website.

Sincerely,

Debbie Bowman
Auction Chair

Silverwood School is a 501(c)(3) tax exempt organization.

At Silverwood School, we challenge our students to become confident, compassionate citizens and skilled, life-long learners – literate, motivated, and intellectually adventurous.