



Gala and Auction

Friday, April 3, 2020

Family Guidebook

Be True to Your School!

Please take a few minutes to review this packet for important details regarding the 35th annual St. John School Auction, “Be True to Your School”. Attached you’ll find an infographic to help you determine your Donation Style, and a Procurement/Donation form. All forms are also available on-line at:

<https://auction.st-johnschool.org>.

Key Event Details:

- Date: Friday, April 3, 2020
 - Doors Open, Cocktail Hour and Spotlight Silent Auction – 5:00pm
 - Live Auction and Gala Dinner – 7:00pm
 - After Party - 9:30pm
- Location: Fremont Studios
155 North 35th Street
Seattle, WA 98103
- Date: Monday, March 30, 2020 – Online Silent Auction Opens!
- Auction Chairs: Lauren Exnicios and Kristen Capka
- Questions: lexnicios@gmail.com, kristendambach@hotmail.com, fundraising@st-johnschool.org

In this packet you will find:

- Defining Your Donation Style Infographic
- 2020 Auction Wish List
- Deadlines and How to Fill Out Your Auction Procurement/Donation Form
- Auction Forms (Procurement, Business Procurement Letter, Wine Grab, Sponsorship Summary and Sponsorship Agreement)

We need your support to show that the St. John community is True to Our School!

We invite parents, grandparents, parishioners, alumni, and friends to join us for a spirit filled evening to celebrate our community and raise money. All proceeds go directly to the St. John School operating budget.

Our fundraising goal this year is to raise \$300,000! With your help, we know we will succeed!

Throw on those jerseys and dig out your pom poms as your support is the reason for our continued success! Thank you!

For more information, visit us at <https://auction.st-johnschool.org/>

DEFINING YOUR DONATION STYLE

Sometimes it's tough to get started procuring for the Auction. Here's a way to help you define your Donation Style! You might fall in to more than one category, so this is just to get you started!

PURCHASERS

You always make a list before you shop, and you love having the trendy item everyone is talking about!



Review our Auction Wish Lists to guide your purchases, or better yet, purchase Scrip for the Auction's use.

PROCURERS

You enjoy asking businesses to support our cause!



Reach out to businesses and friends to procure items.
Talk to your Auction Class Liaison to help with the Class Auction Package

UNDERWRITERS

You don't have time to shop, or would rather combine your dollars with others to put together a larger item.



Simply write a check to St. John Auction.

DONORS

You own or have access to a vacation property, food truck, boat, or plane and can donate use of these items to the Auction.



Set a date, write a description and complete the procurement form.

FOR MORE INFORMATION:
<https://auction.st-johnschool.org/>

2020 Auction Wish List

Items that are rare and not easily accessible, such as vacation homes, travel experiences and sporting event suites *inspire* generous bidding. Please help us find the Auction items that will increase the excitement and success of this year's event!

Category	Sample Ideas
Travel & Getaways	<ul style="list-style-type: none">• Lodging: Hotel Packages, Vacation Homes, Family Cabins, Time Shares• Getaways: Sonoma/Napa, Chelan, Sunriver, Whistler• Themed Packages: Fishing, skiing, wine/food• Kenmore Air tickets, Donate airline miles
Wine	<ul style="list-style-type: none">• Premium wine, magnums• Private tasting, crush or bottling celebration at a local winery• Sommelier service for an evening• Bottles of wine for Wine Grab (see form attached)
Parties	<ul style="list-style-type: none">• Progressive Dinner, Chef's Dinner,• Moms/Dads Night Out, Wine Tasting Party• First Communion/Graduation Brunch
Restaurant & Dining	<ul style="list-style-type: none">• Group dinner at a premium restaurant• Private chef's table dinner
Electronics	<ul style="list-style-type: none">• Microsoft Surface, iPad, iPhone 11• GoPro, Camera• Xbox One, PlayStation,• AirPods, Beats or Bose noise cancelling headphones
Entertainment	<ul style="list-style-type: none">• Concert tickets ▪ Theatre tickets ▪ Movie Passes
Home & Garden	<ul style="list-style-type: none">• Smokers and Grills• Christmas light service
Sports	<ul style="list-style-type: none">• Seattle Sporting event tickets, suites & boxes• Autographed sports memorabilia
Scrip	<ul style="list-style-type: none">• Any popular gift cards (Where would you like a gift card to?)

Can't Decide What to Donate?

- Donate or procure an item/cash toward your **Class Auction Package**. Each class procures items and/or pools together money to create an amazing auction item! Please contact your classroom Auction Liaison for additional information. Looking for a volunteer opportunity? We have openings for several Auction Liaisons. Please contact the Auction Team at fundraising@st-johnschool.org if you would like to volunteer. Please also visit the Auction webpage at <https://auction.st-johnschool.org> for any updates to this list.

Grade	Teacher	Class Liaison
Preschool	3-Day PK	Caitlin Jutca (Caitlin.jutca@gmail.com) Meggie Richards (meganlinder@gmail.com)
Preschool	AM PK	OPEN
Pre K	PM PK	Caitlin McAfee (Caitlin.mcafee@aol.com)
Kindergarten	Murray	Aleah and Nick Valley (hello@valleyandco.com)
Kindergarten	Williamson	Neta Green (netagreen89@hotmail.com)
1st	Costa	Ericka Cantave (ericka.cantave@gmail.com)
1st	Jessup	Carolina Marx (gomezac24@yahoo.com)
2nd	Oines	Kim Angelis (kim.g.angelis@gmail.com)
2nd	Hendrickson	Diana Jorris (diana.jorris@gmail.com)
3rd	Edwards	OPEN
3rd	Traywick	Steph Wade (stephery25@hotmail.com)
4th	Martin	Becky Masters (beckymasters@mac.com)
4th	Halley	Steph Wade (stephery25@hotmail.com)
5th	Kelley	Kate DeMotts (katemcafee777@hotmail.com)
5th	Stinebrickner	OPEN
6th	Sullivan	Carolina Marx (gomezac24@yahoo.com)
6th	Brumback	OPEN
7th	Rzegocki/Tice	OPEN
8th	Mansfield/Thomas	OPEN

- Cash gifts are greatly appreciated! You can donate directly to the Auction by visiting our website at <https://auction.st-johnschool.org/cash-online-donation/> or by sending a check to:

St. John School, Attn: Auction
120 N. 79th Street
Seattle, WA 98103

If you work for a company that offers matching gifts, please consider a cash donation so our St. John Auction can benefit from the match.

Please note that we are unable to accept used items, percent off coupons, and software. Items valued at \$25 or more are encouraged. Thank you.

For more information, visit us at <https://auction.st-johnschool.org>

Important Dates & How to Fill Out Your Auction Procurement Forms

	Date	Incentive	Notes
1st Procurement Turn In	11/20/2019	All families turning in procured items this day will be entered into a drawing for 2 Auction or BINGO tickets. Winner's choice!	Look for volunteers with pom poms at drop off
Early Sponsorship Deadline	12/20/2019	Turn in Sponsorship forms by this date and receive a 10% discount.	Sponsors may choose to waive the discount if they wish
Auction Underwriting Event: BINGO!	1/10/2020	BINGO is back! Help underwrite the Auction costs.	21+ event, held in Egan Hall
2nd Procurement Turn In	1/15/2020	Entry into drawing for 2 VIP auction ticket upgrades	
Final Date for Procurement Items	2/13/2020		Final date to turn in all Procurement items and forms

For more information and additional forms, visit us at <https://auction.st-johnschool.org/>

Thank you for being True to Your School!

- An auction **procurement form** is what the donor fills out with their individual or company information and a description and value of the donation. We will send a letter confirming and thanking them for their support. A **group procurement form** is for a group of people who join together and donate funds to an auction package.
- Complete all information on the Procurement Forms and be sure to provide an accurate item value.
- The Donor Name is the person or company that is donating the item. This is the name that will be printed in the catalog and the person(s)/company that will receive the thank-you. The Procured By is you! Be sure to fill this in so you get credit towards your requirement! If you purchased, you are the Donor.
- In order to reach our fundraising goal, we encourage all families to honor their tuition contract of \$250 for donating or procuring items for the Auction.
- Please label your items when turning them in to the Auction Office. We want to give you credit!
- Cash donations to assist with underwriting the Auction are always greatly appreciated, as are donations of gift cards purchased from the St. John Scrip program. Cash donations can be made on-line at <https://auction.st-johnschool.org/online-cash-donation/>