



AUCTION
101

Lauren and Andrew Exnicios

Auction 2024 Co-Chairs

Lila, 7th grade

Lucy, 5th grade



Why an auction?

- It's fun!
- Supports the school operating fund
- Gives us a chance to dress up and celebrate as a community



How can I support the auction?

(We're so glad you asked!)

- Procure items for the auction
- Sponsor the auction
- Volunteer
- Buy tickets and attend
- BID BID BID



Auction Procurement

All families are encouraged to honor their tuition contract of \$250 for donating or procuring items for the auction.

There are several ways to contribute to the auction and meet your \$250 donation!

- Ask your favorite business(es) to donate an item or gift certificate to our auction.**
- Purchase an item to donate to the auction.**
- Make a cash donation.**
- Procure an item or donate cash toward your Class Auction Package.**
- Donate bottles of wine for our Wine Grab game at the auction.**
Please donate bottles valued at \$25 or more.



So you're an auction liaison...

- Main point of contact for class auction questions/information
 - Relay information to Room Parents to be shared with the class through regular communications
- Coordinate the Class Package
 - Determine what package will be
 - Find procured items (if necessary)
 - Gather funds from the class
 - Deliver class package with procurement forms to Auction Team by procurement date.
- Coordinate Class Art Project (Preschool - 5)
 - Recruit another parent or lead the class art project
 - Apply for reimbursement from the Auction Office
 - Ensure the finished classroom art project is delivered to the Auction Office by the framing deadline.

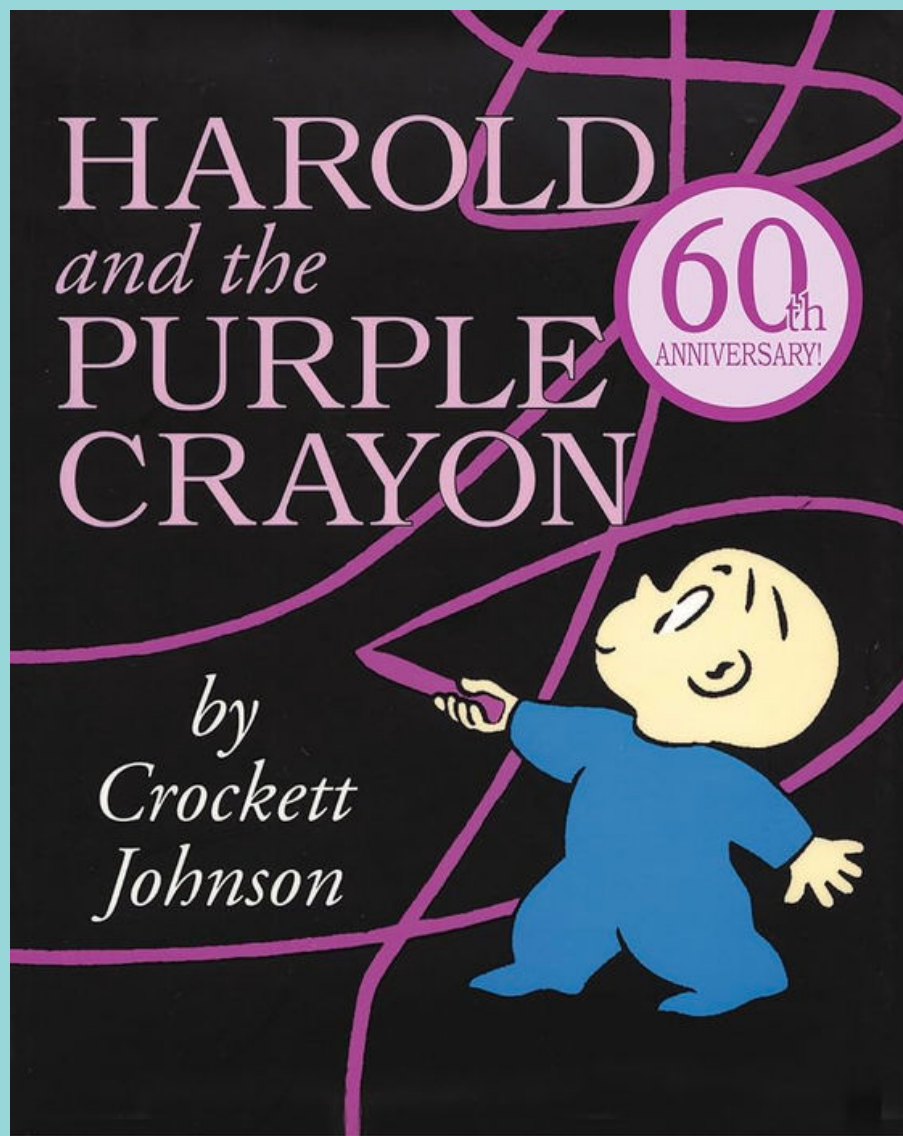


Class Auction Packages

- Each class creates a unique auction package to be part of the live or spotlight auction.
 - Past packages have included trips, parties, group outings, unique opportunities.
 - If class members have items to donate/procure, that's a great way to start building a package.
- You can also collect money from class families to help build the package.

Please discuss your planned auction package with the Auction Team prior to beginning procurement/collection.





Class Art

- Each class (PreS-5th) creates an art project.
- There is a budget for each class, and you can be reimbursed for supplies.
- Auction liaisons do not need to lead the project, but need to be sure that it is completed on time.
- Please consult with the Auction Team prior to deciding on your class art project to avoid duplication of project themes.
- Auction Team can provide ideas if needed. (Pinterest is a great place to start!)

Volunteer Roles

- Auction liaisons
- Class art projects
- Art Project Lead
- Procurement Committee
- Volunteer Coordinator
- Photography
- Decor
- Day of support
- Shadowing opportunities



Questions?

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