



Procurement Step-by-Step

A Parent's Guide to Auction Procurement
Sunrise School Auction • March 26, 2010

1. Brainstorm Procurement Ideas

Consider brainstorming and procuring with a friend. Or if procurement simply isn't your thing, the auction can always use a cash donation to help round out the item catalog.

2. Start with Yourself

Consider what you already have, know or do that could be donated.

- Do you have a skill you could offer? Cook a meal or dessert? Plan a party? Build something?
- Do you have a vacation home, condo or boat that you could offer?
- Do you have season tickets to cultural or sporting events?
- Do you know someone famous? Signed memorabilia, lunch with a celebrity, and so on are great items.
- Do you have promotional items or special opportunities through your company?
- Can you purchase something wholesale to offer as a donation?
- Do you have an interesting profession or hobby? Could you offer a 'day in my shoes' or class?
- Do you have airline miles that you could donate or convert into gift certificates or fun items to donate?
- Do you have a membership in a golf club, dinner club or other venue?

3. Team Up

Combine your skills, ideas and locales with other parents to make a package – a party, family outing or game night, for example. These types of items are very popular.

4. Approach Businesses

Contact businesses that you visit often. They may be happy to reward your loyalty with a donation. Businesses budget for donations and advertising. It is helpful to make a specific request, such as a dinner for four, lattes for a year, or two first class airline tickets. Aim high! You never know, you just might get what you ask for. Take along or mail a "Dear business" letter and procurement form (copies can be found in the school office) to your business contact.

5. Submit Items and Forms

Please turn in all items, with procurement forms attached, to the school office or to Kelli Hildebrand at pkhildebrand@hotmail.com.

6. Procurement Deadline

Please procure all donations by February 27, 2010.





Top 10 and other Ideas

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Top 10 Best Selling Items

1. Parties (for kids, families or adults only)
2. Experiences (private access, one-of-a-kind)
3. Cultural Events (theater or concert tickets)
4. Wine
5. Sporting Event Tickets
6. Getaways and Vacations
7. Dining In (food and Chef Services)
8. Toys/Games
9. Children's Classes or Events
10. Family Outings



More Ideas

Baskets

Airplane Entertainment Kit for Kids
 Emergency Kit - Earthquake, Fire
 First-Aid Kit for the Car
 Gift Wrap Kit
 Car Wash Bucket
 Summer Activities Outside
 Girl's Basket – American Girl Doll
 Boy's Basket – Bakugan, Star Wars
 Wii Basket
 Arts & Crafts Basket
 Rainy Day Basket
 Card Making Basket - Valentines

Creative

Fresh Picked Berries in season
 Personal Assistant for the Day
 Progressive Dinner Party
 Your Special Dessert
 Homemade Dinner delivered
 Spring Yard Clean Up
 Delivery of Sunday Newspaper,
 Rolls and Coffee
 Dessert for 12 months
 Organize a sports tournament
 Use your airline points to purchase
 something to sell at auction
 Cooking Classes in your home
 Wine & Appetizers for party of 6
 Catered Appetizers or Desserts
 Summer Barbeque for 8 people

Talent/Business

Closet Organizing
 Landscape Design Consult
 Planting a Vegetable Garden
 Planting a Flower Garden
 5 Handyman Hours
 Interior Design Consult
 Staging your own house
 House Painting

Rearrange your own house
 Cook a dinner party for 8
 Delivery of Flower Arrangement
 Organizer of Pictures Online
 Personal Clothes Shopper

Procurement

House Cleaning
 Florist Shop
 Ski Passes
 REI
 Swim lessons
 Car Detailed
 Bike Shop for summer tune-ups

Lessons

Swim
 Cheerleader Lessons from High
 School or College Students
 Guitar
 Cooking Class for kids in your home
 Tutoring
 Golf
 Tennis

Tickets

Mariners
 Sounders
 Seahawks
 Husky
 Plays
 Broadway Bound Performances
 Events at Key Arena
 Movie Tickets

Trips

Getaway Homes Rentals
 Kids Weekend - Great Wolf Lodge
 Family Weekend - Harrison Springs
 Dads Weekend - Golf Trip
 Girlfriends Weekends

Themes

Kids Parties
 Horse Farm
 Behind the scenes at Safeco Field
 with tour/party
 Pony Party
 Bounce Bus
 Knitting
 Cooking
 Karaoke
 Jewelry Making
 Basketball at the gym
 Volleyball at the gym
 Tie Dye
 Card Making
 Cookie Making
 Flag Football

Monetary

Can't think of anything to donate
 or don't have the time to shop?
 Monetary donations are welcome!
 Cash gifts are used to upgrade
 packages and entice businesses
 to donate a good/service. For
 example, some hotels are willing to
 donate a "second night" or
 upgrade the room if a first night
 was purchased.

Still not sure?

Some of the best baskets are made
 up of things donated individually
 to the auction. If you only have
 \$10, or a small item like a book to
 donate, it will be put together and
 used as part of a basket or theme.
 Nothing is too small! We want
 everyone to be involved!

