

# 1<sup>ST</sup> ANNUAL

SPECIAL MUSIC SCHOOL  
AT KAUFMAN CENTER  
PARENT TEACHER ASSOCIATION

## onlineAUCTION

### **What:**

This year, the SMS PTA is taking its fundraising efforts online with the 1st annual SMS auction held via Web site Bidding for Good (URL coming soon). We will be auctioning items donated by area businesses and SMS families. The site accepts credit cards, and will handle all financial transactions; after the auction is over, SMS receives the proceeds.

### **When:**

The auction will commence December 1st and end on the 14th. We're launching the auction at this time because a) most area schools have their auctions in the spring, and it would be great to be one of the first out of the gate and b) it comes at a time when most people are in a shopping frame of mind. The auction will last two weeks online. But the work really starts NOW, when we solicit donations from local businesses.

### **How:**

We are requesting that each SMS family donate one item for the auction. Do you have a service you can offer (i.e. interior decorating, voice coaching, cooking instruction, life coaching)? Work in an interesting environment that would make a great tour? (A science lab would be awesome!) Own a country house (we can restrict bidding to SMS families only)? Or is there a new, unused item at home—a labeler you bought by mistake; an iPad you won at a raffle—that you've been meaning to sell but haven't gotten around to?

We will also have a list of area restaurants and retailers that donate at various school auctions available in Google doc form; if you prefer, you can donate your time soliciting these businesses instead. (All we ask is that you email us to tell us which businesses you intend to solicit so we can update the Google doc and prevent businesses from receiving repeat solicitations.)

The best way to solicit is to walk right in, especially if you're a regular customer, and to mention our auction. Once they agree, please leave an auction form—it's attached—with the manager or owner, who should fill it out and return it to you at a prearranged date for picking up the donation (usually a gift certificate). Alternatively, donors can send items to the PTA here at the school. (To ensure the timely arrival of donations, it is preferred that the soliciting SMS family picks up donations and bring them to school.)

Please be sure the merchant fills out all the proper information, and that you enter your name as solicitor. Also, please include any details about the item or service the merchant is donating so that we can accurately represent it to our bidders. If you're the donor, please complete the form and return to us. Auction forms and items should be returned to us as they arrive. Gift certificates and auction forms can be dropped off at the specially marked box in the lobby; larger items can be dropped off at the next PTA meeting. The November PTA meeting is scheduled for 11/28.

### **A call for help!**

We will need help managing the auction, which includes, among other things, keeping track of inventory and entering items on the Web site; please sign up to manage or co-manage the auction. After the auction is over, we will need a few parents to help distribute auction items before the December break. To volunteer, or for more information, please email us at: [fundraisingsms@gmail.com](mailto:fundraisingsms@gmail.com)