

Solicitation Team Member,

Thank you so very much for your willingness to approach area and online businesses to request donations for our upcoming auction. This packet has been created to provide you with the basic documents and information that you may need to be successful in this endeavor. If at any time you have questions about a business you would like to approach, information they are requesting or any other questions that arise, you may contact me at heather.schreier@conestogachristian.net or (610)286-0353 ext 404.

You will find the following documents in your packet:

1. FAQs and How Tos – which provide general information you may find helpful
2. Letter to send to Businesses for Contributions (Available in Parents Web) – This letter will introduce the school and our event to the business. Please add your name and number if you find you have to leave the letter with an employee who will be passing it on to the appropriate person. This letter can be found in a plain form if you are mailing it to a larger corporation or in a form that includes the Contribution receipt and donation tag if you are approaching the business in person. Either letter is fine to use, it is up to you to choose.
3. Receipt for Contributions – Many companies will request this to use when they file their taxes. Please fill it out and provide them with the receipt.
4. Donation Tags – Please fill out this tag and attach it to any item you pick up and bring to the school. This way the information can be correctly logged in.
5. Email form letter (Word document) – this can be used to cut and paste into an email for many online requests. You may also personalize it if you would like.
6. Thank you note: Please be sure to follow up each donation with a personalized thank you! Additional cards are available in the auction folder in the office.

You have been provided with one copy of each document as a reference. You may obtain additional copies of all of these documents in one of several ways. First, you can find most of them on the school website under **Events/Auction-Help**. The solicitation letter is found on Parents Web in the resource tab, it has been placed here to prevent someone not associated with the school from using it. Second, a folder containing extra copies of each document can be found in the school office. This folder is located in the mail/copier room in a cabinet labeled AUCTION right next to the copier.

A **google document** listing all the businesses that are currently being solicited or those that still need contacted this year is also available on Parents Web in the announcement section titled **2019 Auction Businesses**. If you choose to contact a business please add your name to the document indicating you are going to approach that business. As you make contact with a business please place the date in the date contacted column so that we can monitor our progress. If you have trouble accessing it please contact me and I will send you a link

Most of all, Thank you for your help!

Heather Schreier
Director of Development and Auction Chairman