

## Raise A Glass Procurement Guidelines

### **Procurement Form Deadline: March 6, 2020**

In order to host a successful event, we ask each family to donate goods or services for our silent and live auction. Procurement can be accomplished in a variety of ways:

- Donate an item or service yourself
- Ask others outside of the Sagebrush Montessori community for donations
- Or a combination of all three

### **How to Procure Your Item**

Procuring does not mean purchasing an item or service. Procuring is more generating an item as a donation. Should you choose to buy an item or gift certificate, consider asking the merchant to match your purchase and you have twice the donation. As you get started, here are some helpful tips:

- **Brainstorm Ideas:** What would you like to buy at an auction and what are ways you can procure it? If you are getting stuck, ask your Procurement team for ideas
- **Start with Yourself:** Consider items/services you can donate, what can your friends, family and acquaintances donate, and what can the businesses you patronize donate?
- **Team Up:** Consider combining your ideas, talents and locales with other parents to create exciting packages.
- **Go For the Gold!** Ask for more than you expect to get, the donation you receive may surprise you.
- **Ask the Procurement Team for support.** If you have a great contact or want a custom letter mailed/faxed to a business, just ask us. Email your request and business contact details to Heather Karamanos at [heather@karamanos.net](mailto:heather@karamanos.net), Melanie Lee at [mel.bian@gmail.com](mailto:mel.bian@gmail.com) or Melody Hansen at [beautifulfrugallife@gmail.com](mailto:beautifulfrugallife@gmail.com).
- **What if they say “no”?** Sometimes business will say no, don’t take it personally! Sometimes all of their donations are distributed for the year. Do ask if they have any deadlines or make donations decisions at a specific time of year for future requests.

### **Procurement Basics**

- ❖ Keep your donation forms and letters handy, be sure to include your name in them too. When you patronize a business, especially one you use regularly, ask them to donate! A great icebreaker is “Do you ever donate to local nonprofit schools?”.
- ❖ Be sure you, as the solicitor, and the donor fill out the procurement form completely. This will allow the Raise A Glass Team to properly thank the business, without having to spend time to track down the information.
- ❖ Please inform the Procurement Team of businesses you have solicited in order to prevent us from asking twice!
- ❖ Please submit all physical items to the offices at either campus by Friday, March 8<sup>th</sup> in order to be included in the Silent and Live Auction and the auction program. Drop off any item, with the attached copy of the procurement form to the office at either Sagebrush Montessori campus.