



Spring for the Children Benefit Auction

Dear St. Mary's Families—

We are gearing up for our biggest fundraiser of the year, the *Spring for the Children Benefit Auction* which will be held April 14, 2018. As you may know, the tuition we pay does not cover all the expenses associated with running St. Mary's School. The parish covers a majority of the operational expenses and tuition covers a huge part, but there's still a gap.

The Home & School Association helps address this gap through fundraising. A prime example being the benefit auction proceeds which funded chromebooks in the classrooms and new playground equipment, just to name a few. To sustain our fundraising successes really requires all parents to find that niche of where they can lend their time and talents to the benefit auction.

Annually, parents are asked to donate 20 hours of community service to the school (10 hours if a single household). We would like each family to donate at least 2 hours of their commitment towards the auction. Last year, there were about 20 families that easily donated 10+ hours and many who didn't log any volunteer service hours towards the auction. If we all give a little, no one committee is overburdened and it makes it much easier for St. Mary's to sustain its record of excellence in the education of all of our children.

Below is a quick list of all the committees with brief explanation and their chairperson, if one has been identified. Please review and discuss as a family where you can get involved and serve. This event can't succeed without the support of our St. Mary's families.

Auction Committees:

General Co-Chairs: Janet Yale, parent of a 7th grader, Kati Wilwerding, parent of a 8th grader, Jeff Reed and Heather Weddle, parents of 2nd and 7th graders, and Alan and Melissa Swiecicki parents of 4th and 6th graders.

Business Acquisitions: contacts businesses about donations, arranges pick-up of donations; letters to mail; follow-up phone calls; driving to pick up donations; active Nov to Jan (**chair: Cathy Braxton, parent of 1st, 3rd and 7th graders**).

Donations Inventory: data entry for donations and basket organization, creates bid sheets; active January-event (very busy last month before event) (**chair: Tara Frailey, parent of 8th grader**).

Business Ad and Corporate Sponsors: works with business acquisitions committee to secure business ad and sponsors (active January to end of February) (**chairs: TBD**).

Live Auction: lots of calls and visits to coordinate high-level donations for live auction, prepares live auction displays, manages bid sheets. Active Jan-event (**chairs: Live Auction Committee**)

Ticket Sales (for event): manage ticket sales to school families and parish, collecting money and assigning table seating; active end of January-event) (**chair: Brenda Achterhoff, parent of K student and 4th grader**).

Classroom Projects: room parents work with this chair on fun student art projects for live auction; active January-event (**chair: Christina Legner, parent of 4th, 7th, and 8th graders**).

Raffle: organize raffle mailing and raffle ticket sales at school and parish; some data entry, letter stuffing, coordinating ticket distribution; active December-event (**chairs: Paul and Cristin Kelly, parents of Kindergarten and 3rd grade students**).

Table Monitoring and Package Pick-Up: the night of event, monitor tables, answering questions and assisting with flow of items pick-up at the conclusion of event; active at the event, fast paced, (**chair: TBD**).

Transportation Team: coordinates moving items from prep site to auction location; requires lifting and ability to be active; active few days before and day after auction (**chair: Tim Sasek, parent of 1st & 5th grader**).

Set-up and Clean-up: organizes display of baskets by table theme, ensures placement of bid cards and other auction items; active the day before auction, typically from 8am to early afternoon (**chairs: Tim & Mary Sasek, parent of 1st & 5th grader and Bernadette and Brian Miller parents of Pre-Kindergarten, 3rd, & 8th graders**).

Technical Support: Provide tech support for auction & volunteers, including: Greater Giving software access, training, and Bank/Cashier set-up; assistance to Cashier during event. (**chair: Ryan Legner, parent of 4th, 7th, and 8th graders**).

Communications/Public Relations: Coordinate communication efforts of auction committees and oversee any necessary publicity in Church Bulletin, School Newsletter, & newspaper. (**chair: Janet Yale**).

Heart of Mary: Facilitate the nomination, selection, notification, and presentation of the Heart of Mary Award (**chair: Bernadette and Brian Miller, parents of Pre-Kindergarten, 3rd, & 8th graders**).

Preparation & Presentation: Prepare donated items in themed baskets, name packages, identify needs to complete a basket; very active the month before auction (**chair: Joanna Lee, parent of 4th, 6th, and 8th grader**).

Certificates: Produce software-generated certificates for the silent auction and print; completed a few weeks before auction (**chair: Mary Sasek, parent of 1st & 5th grader**).

Catalog: Produce hard copy event catalog which will include advertisements, sponsors, volunteers, auction sections and packages information, event rules and procedures, and general information (**chair: Craig Ames, parent of 4th, 6th, 7th, and 8th graders**).

Thank You's: Determination of supporters to be thanked; coordinate thank you letters (**chair: Lisa Schneider parent of 4th and 7th grader**).

Thank you for your time reading this letter. We are very hopeful that we will have more families involved with this very important effort for our children. If you see a committee that you are willing to lend a hand to, please contact the committee chair directly or contact Janet Yale at 402.250.7190 or jmyale10@gmail.com. Hope you have a blessed day.

Sincerely,

//signed//

Janet Yale, Kati Wilwerding, Jeff Reed and Heather Weddle and Alan and Melissa Swiecicki Parent Volunteers and Auction Chairpersons