

*Did you know that this year's auction is just ONE month after the holiday break?
That's less than EIGHT school weeks away! Hurry and get your \$200 required
donations now! Just follow these simple steps and you'll be done before you know it.*

Auction Donations in 4 easy steps!

1. Contact Merchant

- ✓ In Person (*best!*) Bring hard-copy of donation form with you! *or*
- ✓ Call them, then follow up in person or by mail *or*
- ✓ Mail merchant letter and donation form

2. Receive Donation

- ✓ Physical item *or*
- ✓ Gift Certificate *or*
- ✓ Signed hard-copy of donation form indicating donation pledge. (we print gift certificate for them.)

3. Complete Paperwork

- ✓ Enter donation information into online form
- ✓ Click "Email Form" to submit form
- ✓ Click "Print Form" to print *three* copies
 - Attach one to the donation
 - Give one to donor as receipt
 - Keep one for your records

4. Bring your donations to the office

- ✓ That's it. You're done!

Helpful Hints

- *Bring donation forms and merchant letters with you while you do your errands or holiday shopping.*
- *Keep donation forms handy in your purse, backpack, or glovebox.*
- *Ask someone just once a day, and before you know it, you'll have reached your \$200 goal, or even surpassed it!*

Need ideas?

Refer to the donation handbook or contact one of the friendly auction co-chairs listed.

Forms and Letters

All forms, letters, handbook and instructions can be found on-line:

www.synergyschool.org

Parent area (*username: synergy, password: parent*)

Auction 2007

Thank you!