

Mad Science Fundraiser

Synergy School Benefit Saturday March 7, 2020
SOMArts Cultural Center 934 Brannan Street

Donation Guide

Synergy's Annual Auction is the most important parent fundraising event of the year. Every year, the Synergy parents create and support a fantastic event by meeting the following commitment:

- Solicit at least **\$350 worth of donation items**.
- Invite friends and family to **bid on our online auction at Bidding for Good**.
- Buy **two tickets to the Event** (early bird price is \$85/ea) (Single parent families buy one ticket). After February 23, the tickets cost \$100.
- **Invite friends and family** to the event – and come dance, shop, eat a marvelous dinner!

How do I get a donation?

- Ask in person. A good time to ask is when you've just purchased something from them.
- Give them a '*Dear Manager*' letter and a *Auction Donation* form. A sample is included in this packet. Additional forms can be downloaded directly from the website
- Assist the merchant in completing the form. The Auction Donation Form must be completed and signed.
- Send your donor a *Thank You letter*. Our sample letter includes Synergy's Tax ID#, and will serve as their receipt. Include the estimated retail value of the donation.

What should I ask for?

Here are just a few suggestions of items that have done well in the past:

- Dinner gift certificates at your favorite restaurant
- Wine
- Vacation homes and travel destinations
- Retail gift certificates
- Tickets to an art museum, theatre, sports event or theme park

We cannot accept used items unless they are antique quality or vintage memorabilia.

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Can I create my own donation? Absolutely!

Some of the most popular items are ones made by our own parent community:

- Plan a gourmet meal or event at your house for several couples or kids.
- Take a group for a hike and picnic along your favorite trail
- Are you a photographer? Contractor? Have a garage band? Offer your professional services for a few hours or an evening.

Think you have a good idea but want to run it by someone first? Don't hesitate to call any of the Auction Committee members.

Does the Auction have sponsors? Yes!

We are always looking for donors and businesses that can help sponsor the event. If you or someone you know would like to be a cash sponsor, ask them to help. Note: Families who solicit a minimum of a \$500.00 cash sponsorship are exempt from soliciting goods or services for the auction. Sponsorship forms are on the website.

Donation Form Tips

Copy or print as many forms as you need. A hard copy is useful if you are soliciting donations in person, or to use in a mailing to potential donors. Note: If mailing out the Donation Form, include a Merchant Letter with the Merchant Donation Form.

All items can be entered online or given to us with a paper donation form **except Wine**, which will in the Wine Toss only at the auction on March 7.

- Fill in the Donation Form completely with a description. Do not enter in Bidding for Good.
- Donations forms **MUST** be attached to the physical donation item/certificate when you turn it in to the school. Print additional copies if you want to keep them one for your records.

It is very helpful to provide a detailed description that makes the item sound appealing. Complete all important details and include any restrictions that might apply, especially with respect to tickets, classes or other time-sensitive donations.

It is nice if you can send or give the donor a Thank You letter. Please indicate in the letter the estimated value of the donation so they can receive their tax credit.

If you have any problems, please contact the auction committee for help.

Questions? Just ask! We are here to help. Email auction@synergyschool.org

Auction Co-Chairs

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