



Get ready and find yourself a sitter! On February 6th, 2010, the Olympic View PTA will host its most important fundraiser of the year. The *Snowflake Gala and Live Auction* will be held at the North Seattle Community College. It is a good time for a great cause: our community of children!

This event is just around the corner! The auction committee has been busy planning an exciting night of FUNdraising and we need your help!

How can YOU be a part of the success of this event? Besides attending, there are lots of big and small ways you can contribute to this wonderful event. You can help with **procuring and donating items** to be sold at the auction. You can also volunteer your time before and/or during the auction.

PROCUREMENT

How can I help with procurement? Procurement can seem like a daunting task but it's actually **quite easy**. First, start thinking about what you yourself can do as a donor for this event. Think about **creative, fun and interesting** items or experiences that can be sold at the auction that will raise funds for our school. Then extend it to your network of **friends, family and local businesses** that you support. Do you or a friend or a family member have a **special gift, talent, hobby** or item to share? Do you own a time-share condo, like to walk dogs, or enjoy throwing a party for a few people on your deck during the summer? Do you have an extra pair of theater or sporting event tickets you won't be able to use? Maybe you are an artist, an instructor, a babysitter or a handy man or woman that can fix things.

To see the items procured to date, please visit the auction section of the school's website at www.seattleschools.org/schools/olyview/. This listing will be updated weekly until the big event! Also be sure to check out our complete auction mailing list in the PTA family room to see the places where you can follow up.

Attached to this flyer is a procurement letter from the OVPTA and a procurement form. The next time you are at one of your favorite places to do business (restaurant, bookstore, gym) drop off this letter and form and ask your favorite business to donate to our auction. We are offering a **\$10 Starbucks gift card** to the first person who sends in this procurement form! When you have your contribution, fill out the attached procurement form and send it in or drop it in the PTA family room with your item. Additional forms are available on the wall outside the PTA family room or download the form from the auction website.

If you have questions regarding procurement or need help, feel free to contact Jen Johnson at jenbigos@yahoo.com or 522-3154 or Suzy Leth at theleths@comcast.net or 367-8890. **For general auction information, please contact our Auction Chair, Sue Peterson, at sfpeterson@hotmail.com or 364-3741.**

AUCTION VOLUNTEERS NEEDED

How else can I help with the auction? It takes a village to throw this party and we would appreciate your help! There are plenty of ways to volunteer for this event before February 6th. Listed on the back of this page is a list of big or small ways that YOU can help out with the auction! We already have a small team of volunteers working on this event. We would like to invite you to fill out the Volunteer Contact Sheet attached to this note and join us in the fun of putting this memorable evening together.

Ongoing Until the Auction

Procurement: *As many volunteers as possible.* Work with Procurement Teams and procure items for auction.

Procurement Item Placement and Prep: **ELISE BROWN, ANDREA JOHNSON, ROXANNE SPLETT-YOUNG, BETSY PAYN, JEANNE GUETHE**

Classroom Project Liaison: **ELISE BROWN**

Appetizers & Wine Procurement: **SARA TUPAC**

Catalog layout: 1 volunteer needed. Design layout of auction catalog.

Decorations: 2 volunteers needed. Help make venue decorations and set up day of auction.

Slide Show: **SARA TUPAC**

Sponsorship/Ad Sales: 1 volunteer. Seek Auction sponsorships and advertising for the catalog.

Dessert Dash: **TRISH TWOMEY**

Administrative help: **SARA TUPAC, MELISSA KOKALY, SARAH GLOVER**

Day of the Auction (various times during the hours of 9am – 3pm)

Pick-up/Delivery: 5 - 10 volunteers needed. Time Commitment: afternoon of 2/6 for loading and morning of 2/7 for delivery. Pick-up and delivery of items from the storage area to the auction.

Set-up: 8 - 10 volunteers needed. Setting up dining tables and auction tables.

Dessert/Beer/Wine Pick-up: 3 volunteers needed. Day of auction pick up food items from various venues.

Live Auction Set-up: 2 - 3 volunteers needed. Set-up of items on Live Auction tables.

Silent Auction Set-up: **ELISE BROWN, ANDREA JOHNSON, ROXANNE SPLETT-YOUNG, BETSY PAYN, JEANNE GUETHE**

Decorations: 5 - 10 volunteers needed.

Truck Driver: **NANCY HOPKINS**

Night of the Auction

Reception/Registration: 3 – 5 volunteers needed. Greet, provide bidder packets and answer any questions.

Bartenders: 4 – 6 volunteers needed. Tend bar for part of the evening. Needed for Silent and Live Auction shifts.

Silent Table Closers: 6 volunteers needed. At the closing of each Silent Auction, circle the top bid, tearing off the top two copies of the form and deliver to the Cashier Table. After check out help successful bidders locate their items.

Live Auction Display “Vannas”: **DENISE WECHSLER & LAURA WRIGHT**

Recorder: 2 volunteers needed. Record winning bids during the Live Auction.

Runner: 2 – 4 volunteers needed. During the Live Auction take bid sheets from the Recorder and deliver to the cashiering table.

Cashier: 6 volunteers needed. Accept payment for items at the end of the evening.

Central Filer: 2 volunteers needed. At the close of the Silent Auctions and during the Live Auction file bid sheets/certificates into the winning bidder’s folder at the cashiering table.

Clean up: 10 volunteers needed. Time Commitment: (10:30pm – 12am). Clean up venue at the end of the event and break down tables.

Truck Driver: **NANCY HOPKINS**

Volunteer’s Contact Information – please return to the main office or contact the Auction Chair directly

Name _____ Phone number _____

Email _____ Child’s name _____ Room number _____

For the auction I would like to help with _____