

## **Sant Bani Auction 2011 – Important Information**

### **Donating/Soliciting Items:**

**A procurement form needs to be filled out for every auction item received. Please fill out the form to the best of your ability including your name and contact number. Please leave information with the donor about the upcoming auction. Ask if you can put up a poster.**

**If it is a physical item, please do your best to provide several clear digital photographs of the item.**

**If you cannot bring the item to the school yourself and need the item picked up, please contact Dave Bogacz at [david.bogacz@dsbnh.com](mailto:david.bogacz@dsbnh.com).**

**Drop off the item as soon as possible to the school office with the procurement form attached. Cash donations made out to Sant Bani School 2011 Auction should be turned in to Roxanne at school.**

**Remind the donors that all donations are tax deductible!**

**Please tell your friends and send out e-mails with the web site link so they can preview items and bid on-line. There is a link on the Sant Bani website ([www.santbanischool.org](http://www.santbanischool.org)). Bidding starts May 28<sup>th</sup>!**

**Invite everyone to come and join the fun on Saturday, June 11<sup>th</sup>! If you have any questions contact**

**AUCTION IDEAS: BIG ITEMS: canoe/kayak, sporting goods, ski packages, vacation condo/home rentals, fishing trips, boat trips, bed & breakfast stays, sports tickets, TV's/electronics, international items, heating oil, firewood, wood pellets, gas cards, golf packages, spa/ massage package. GIFT CERTIFICATES: restaurants, supermarkets, bookstores, yarn shops, car detailing, home improvement stores, greenhouses, nurseries, movie theaters, boutiques, coffee shops, shoe stores, ski and sport shops, hair, nail, or tanning salons, and athletic clubs. CRAFTS: jewelry, pottery, quilts, knitted or crocheted items, paintings, prints, and rugs. SERVICES: lawn mowing, painting, planting a vegetable garden, yard work, school cleaning, babysitting, dog sitting.**

## **General Guidelines For Soliciting For SBS Charity Auction**

Start by going to a business that knows you as a customer. Thank the business (if they donated last year), and ask if they would like to contribute again this year. For new businesses or to refresh donors' memories:

Ask to speak to the owner or a manager if one is available. You can leave the forms for them to look over if a manager is not available, making sure your contact information is on the form. You can ask for a name and telephone number of a manager/person to whom you can give a follow up call. Here is a general script of information to cover when you do talk to a manager/owner.

Hi. My name is \_\_\_\_\_, and I am contacting businesses about the upcoming Sant Bani School Charity Auction. Are you familiar with Sant Bani? (Some people will know of Sant Bani, so at this point you can ask for a donation and give some details about the auction. If they are not familiar with SBS, then give some brief, general information, as below.)

Sant Bani is a K-12, private, non-profit school in Sanbornton with a strong academic program and very active in community service. Seventy percent of the students who attend SBS receive scholarship aid, and the June Charity Auction is one of our major fundraising events. We are asking local businesses if they could donate a gift certificate or an item to the auction.

The auction will be held on SBS grounds on June 11<sup>th</sup>, and will include dinner and a musical cabaret. The auction itself consists of 2 parts, - a live auction and a combination silent auction with simultaneous online bidding. Your business would be listed on the website along with its web link, and also acknowledged at the auction for your donation. All donations are tax deductible. Would you be willing to make a donation to the SBS Charity Auction?

If they are willing to donate, fill out the procurement form, which will stay with the donation. Sign and date the "letter", and leave it with the business for tax purposes. The school can provide another form for large money items donated. Always thank the person for their time and for considering SBS for a charitable donation, whether or not they donate. If you have any other questions contact

Clicia Tremblay 528-1459, Dave Evans, 707-7897  
Cass Walker, [cassjwalker@aol.com](mailto:cassjwalker@aol.com)



**SANT BANI SCHOOL**  
19 Ashram Road, Sanbornton, NH 03269  
[www.santbani.org](http://www.santbani.org)

Kent Bicknell, Ed.D.  
Principal

Tel. (603) 934-4240  
Fax (603) 934-2970

March 1, 2011

Dear Supporter:

I would like to invite you to participate in a very special event. On Saturday, June 11, 2011, Sant Bani School will be holding its sixth annual auction. This event will take place in conjunction with a Summer Festival held on the Sant Bani School Athletics Field under the big tent. The Sant Bani Parent Committee will be holding a live auction that will also be open to on-line bidding. The on-line auction site will feature a link to the donor's websites. Selected items will be auctioned live in between entertainment performances. We need your help to make it a success. We are asking you for a donation of your product(s)/service(s) to the Sant Bani School's 2011 Auction.

About Sant Bani: Sant Bani School is open to all students grade K - 12. It is fully approved by the New Hampshire State Department of Education and enjoys full accreditation by the New England Association of Schools and Colleges. Sant Bani School embodies its commitment to service through the need-blind admissions policy whereby qualified applicants are admitted *without regard to their ability to pay*. Because of this policy, the school is continually involved in creative ways to raise the money required to meet the scholarship needs of our students. To learn more about Sant Bani, please visit us online at [www.santbani.org](http://www.santbani.org).

Here's how you can help:

1. Please consider contributing an item or service to the auction. Anything you wish to donate will be graciously displayed and acknowledged at our auction as well as on the on-line auction site which is accessible through the Sant Bani website [www.santbani.org](http://www.santbani.org).
2. Become a sponsor. For a minimum of \$25.00 you will receive great visibility on our website naming you as a sponsor. See enclosed form.
3. Please mark your calendar now and plan to attend the auction on June 11<sup>th</sup> for an evening of great entertainment and delicious food.

To be a participant in the 2011 Auction, please indicate the item you wish to donate on the enclosed form and return the form to Sant Bani School. It is important that you indicate the exact name and retail value of each of your donations. We will use this information both for the Auction and for advance promotion and credit to you as a supporter. **Also remember that your donations are tax deductible.**

Thank you in advance for your support of this important event. Together we can continue to provide a strong academic program to the students of Sant Bani School!

Sincerely,

The Sant Bani School Parent Committee

Sant Bani School 2011 Auction  
19 Ashram Road, Sanbornton, NH 03269  
Phone: 603-934-4240 Fax: 603-934-2970

**Procurement Form**

Donation Deadline: May 14th, 2011

*Yes, I will support the students of Sant Bani School by signing up for a sponsorship, and/or donating an item to the 2011 Auction!*

Donor / Sponsor Information (as should appear in print and online auction)

Business Name: \_\_\_\_\_ Your Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Website Address: \_\_\_\_\_

I would like to become a sponsor: \_\_\_\_\_ (minimum \$25.00 – checks payable to Sant Bani School)

Item Information

Item Donated: \_\_\_\_\_

Item Description (please include dimensions if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item Value: \$ \_\_\_\_\_

**Items/certificates can be mailed to Sant Bani School, at above address: Attn: Auction Committee**

**Sant Bani Parent Committee Thanks You for Your Support!  
Your Gift Donation is Tax Deductible.**

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Solicitor's Name \_\_\_\_\_ telephone number \_\_\_\_\_  
If you have any questions, please contact the person above.

For Auction Committee Use

Item Name: \_\_\_\_\_ Item #: \_\_\_\_\_

Category: \_\_\_\_\_