

ITEM / SERVICE INFORMATION

Item donated:

[Empty box for item description]

Guide price:

Type of donation

Gift voucher/ticket Item

Conditions or expiry dates:

How will the item reach us?

Business will send the item School needs to collect

Signature: Date.....

Name

THANK YOU FOR YOUR GENEROSITY AND MUCH APPRECIATED SUPPORT

SCHOOL CONTACT PERSON

Please detach form and **post** to:

The Annual Auction,
St Vincent's Primary School,
St Vincent Street,
London, W1U 4DF or **email** to. auktion@svpa.org.uk



ST.VINCENT'S PARENTS' ASSOCIATION

17th Annual Auction

Friday, 15th June 2018

Certificate of Promise

March , 2018

Dear Parents,

We are actively planning our school's 17th Annual School Auction which will be on **Friday 15th June**. This is an **Adult ONLY** event so we hope that this advance notice will allow you to make plans for **childcare** to be able to join us. Please **SAVE THE DATE!**

The evening is always good fun and a great opportunity to socialise with other parents. We would like to encourage you to **bring along friends and family** to help raise as much as possible. Last year the auction was an **enormous success** and there were great bargains to be won.

Previously the money raised has been used to upgrade the use of technology within the school as well as for curriculum enhancing activities such as; workshops with artists or authors, school trips, and pantomimes for Christmas. Last year we completed a 3 year fundraising program for the repair and improvement of the roof playground.

Making a donation

Below are some **ideas on how you can donate**. If you regularly use a business for example; restaurant, beauty service, retail store, please ask if they are willing to offer a voucher or donate an item. It's great marketing for them and YOUR chance to contribute. Previously donated items have included:

- Vouchers from Restaurants
- Hair/beauty/massage treatments
- Retail merchandise
- Gym memberships
- Holiday home stays/nights at hotels
- Football tickets / Gran Prix / Polo match tickets / theatre tickets

Other ideas might include **offering a service** to St. Vincent families such as language, dance, music, cooking or painting. Food preparation and entertainment for parties are also very popular.

Please use the **donation form** attached to this letter and return it to the school or scan / email it. The Parents' Association website www.svpa.org.uk also has a link to an **online donation form if you prefer**.

Advertising

Advertising has proved a great new source of income as it allowed some business who cannot donate their services a chance to support the school. Our auction magazine will be distributed to local businesses as well as to every St Vincent's family. If you own or work for a business, this will be a **great opportunity to place an advertisement**. Please contact the SVPA at advert@svpa.org.uk

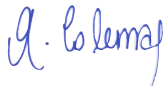
Approaching other businesses

When approaching **external** businesses please use the **dedicated letter for business**. It has a little more detail about St Vincent's, why we need fundraising, and how the money is used. This separate letter of introduction is available at the school office and also on PDF should you wish to email it to your contacts.

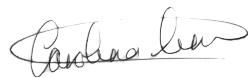
If you require any further information please do not hesitate to contact the S.V.P.A. and we will be happy to help with your enquiry. Those who are unable to attend or offer an item /service, can make a financial donation if you wish.

Thank you for your generosity and much appreciated support.

Yours sincerely,



Miss M. Coleman
Headteacher
020 7641 6110



Mrs Carolina Linares
SVPA Chair
hello@svpa.org.uk



ST.VINCENT'S PARENTS' ASSOCIATION

17th Annual Auction

Friday, 15th June 2018

Closing date Wednesday 2nd May 2018

DONOR INFORMATION

Business name:

Contact:

Email:

Tel/Mob:

Website:

Address:

Relationship to St Vincent's School

Parent Friend Local business Other

Logo

Please tick to use last years logo.

You can also email an image of your company **logo** or **the item** donated to auction@svpa.org.uk

Your item will appear in our Auction magazine which is distributed three weeks before the event to local businesses in Marylebone and all the parents of the school.

Late entries might not be included in the magazine, but used in other fundraising activities of the S.V.P.A.

