

ITEM / SERVICE INFORMATION

Item donated:

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. [auction@svpa.org.uk](mailto:auction@svpa.org.uk)



ST.VINCENT'S PARENTS' ASSOCIATION

**20th Annual Auction**

Friday, 24th June 2022

March 1st, 2022

Dear Parents,

We are actively planning our school's 20th Annual School Auction, which will be on **Friday 24th 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 and we have all missed that a lot. This year, we have good hopes to hold the event in person in the school hall and we would like to encourage you to **come along** to help raise as much as possible. Last year our virtual auction was a great **success** and there were great lots to be won thanks to parents' contribution. We need to make sure that our 20<sup>th</sup> Auction is even better!

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.

**Making a donation**

Below are some **ideas on how you can donate**. Most of us have talents or abilities that could be shared within our school family. For example, cooking - home country specialities / kit to cook at home / specific Hamper. You may be able to offer a class/workshop eg, language, music, cooking etc or some kind of service i.e birthday parties, baby/pet sitting...

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.

# Certificate of Promise

Closing date Tuesday 24th May 2022

Other ideas might include **sharing** (a limited time) a private experience you might have access to (clubs, gardens, sport membership, seasonal tickets)

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](http://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 allows some businesses 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](mailto:advert@svpa.org.uk)

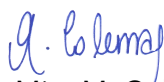
## Approaching other businesses

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 Ewa Hais  
Mrs Julie Nouailhetas  
Mrs Shana Toevis  
SVPA Co-Chairs  
[hello@svpa.org.uk](mailto:hello@svpa.org.uk)



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## 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](mailto:auction@svpa.org.uk)

Your item will appear in our Auction magazine, which is distributed 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.