



## Procurement Guidelines

### **PROCUREMENT FORM DEADLINE: MAY 17, 2021**

To host a successful event, we ask each family to donate goods or services for our annual online auction. Procurement can be accomplished in a variety of ways:

- Donate an item or service yourself.
- Ask others outside of the Sagebrush Montessori community for donations.

### **How to Procure Your Item**

Procuring does not mean purchasing an item or service. Procuring is securing an item as a donation. Should you choose to buy an item or gift certificate, consider asking the merchant to match your purchase and then you have twice the donation. As you get started, here are some helpful tips:

- Brainstorm Ideas: What would you like to buy at an auction and what are ways you can procure it? If you are getting stuck, ask our fundraising team for ideas.
- Start with Yourself: Consider items/services you can donate as well as what can your friends, family and acquaintances can donate.
- When you patronize a business, especially one you visit regularly, ask them to donate! A great icebreaker is "Do you ever donate to local nonprofit schools?"
- Team Up: Consider combining your ideas, talents, and locales with other parents to create exciting packages.
- Go for the Gold! Ask for more than you expect to get, the donation you receive may surprise you.
- Ask the Fundraising Team for support. If you have a great contact or want a custom letter mailed/faxed to a business, just ask us. Email requests and business contact details to Sandrine King at [sandrineking@sagebrushmontessori.org](mailto:sandrineking@sagebrushmontessori.org)
- What if they say "no"? Sometimes business will say no, do not take it personally! Sometimes all their donations are distributed for the year. Do ask if they have any deadlines or make donations decisions at a specific time of year for future requests.

### **Procurement Basics**

- Keep donation forms and letters handy.
- Be sure you, as the solicitor, and the donor fill out the donation form completely. This will allow the Fundraising Team to properly thank the business, without having to spend time to track down the information.
- Please inform the Fundraising Team of businesses you have solicited to prevent us from asking twice!
- Please submit all physical items to the offices at either campus by Monday, May 17th in order to be included in the online auction. Be sure to include a copy of the donation form or submit an online donation form via the school's fundraising website.