



Saturday, April 30, 2016

Sponsored by and Supporting the St. John Paul II Catholic Schools

DEACONS DINNER AUCTION 2016

Inspiring Traditions and Visions

5600 25th Street South, Fargo, ND 58104

A community inspiring excellence through faith, learning and service

2016 Solicitation Instructions for Solicitors

Thank you for your volunteer service to the Shanley Auction! Our success is due to your efforts and is greatly appreciated. We hope you have fun while helping the schools and our students throughout this Auction season.

Letters to donors were recently mailed out mentioning that a volunteer would be contacting them soon. Here are some basic guidelines that may assist you in those calls:

- ❖ Please begin contacting your donors immediately and **complete/turn in your solicitations NO LATER THAN Wednesday, February 17.**
- ❖ Make a personal call or visit the contact name listed on the Donor Summary Report.
- ❖ Explain that this is a major annual fundraiser for the St. John Paul II Catholic Schools. Last year over \$600,000 was raised for the benefit of all of the St. John Paul II Catholic Schools. This year's event will be held on **Saturday, April 30.**
- ❖ Emphasize that their donation is great advertising to more than 575 guests who attend the event as well as parents and alumni who view the catalog via our webpage. As well, we encourage our attendees to patronize sponsoring businesses.
- ❖ If possible, ask for a specific tangible gift or that they consider increasing the value of their donation. Coupons for "buy one-get one" are not donations and will not be included in the auction. Donations valued at less than \$20 may be bundled with others to make packages.
- ❖ **PLEASE NOTE: If the donor would like the Auction Committee to make a certificate, please make sure the Green Sheet is signed and that they agree to the terms of the certificate, as you have written in the item description.**
- ❖ Verify that **ALL contact information** is correct, including how they would like their **name listed in the catalog.**
- ❖ Urge non-retail establishments to consider a cash gift. Cash gifts may ultimately yield a higher return on profits if items can be purchased at a discount and auctioned off at retail value.
- ❖ Inform the donor that a receipt from the JP II Development Office will be issued in May after the auction.
- ❖ Donations and completed Procurement Forms/Green Sheets can be turned in at the Auction Room located in the upper level of Sts. Anne and Joachim Church. The first Drop-Off Day is Wed., **February 3 from 3-7 pm. The last Drop-Off Day is Wed., February 17 from 3-7 pm.** You may also contact Shar Vetter, Julie Wilson or Anna Grothmann to arrange another time.
- ❖ All Procurement Forms/green sheets must be turned in, whether or not a donation is made. If the donor is unable to donate this year, simply write "NOT THIS YEAR" on the Procurement Form/green sheet and turn it in. **COMPLETENESS AND ACCURACY OF THESE DONOR FORMS ARE VERY IMPORTANT** and leads to satisfied repeat donors.

Your efforts are so very appreciated and necessary to continue our success and growth. Please call your Solicitation Captain or any Solicitation Chairs if you have any questions.

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