

How to Procure Items and Sponsorships from Businesses

Dear OLP School Families,

Our annual school auction is approaching, and in order for the auction to be a success, it is important that every school family take an active role in procuring items for the auction. The support of our school families is so essential in making our auction profitable for our school.

We are recommending that each school family procure a donated item and attain a sponsorship from one business.

We ask that you please do not contact any Current Panther Partner Business for an Auction Donation. Link for the current list of Panther Partners is <https://olplsschool.org/our-panther-partners> .They have already pledged their donation for the 2018-2019 school year.

Select businesses to approach

1. We have created a Sign-Up Genius with recommended non-Panther Partner businesses to approach for donations . Each grade has a tab on the Sign-Up with businesses to contact. Select the business you wish to contact and submit your signup.
2. The Business Procurement Sign-up Genius link will be posted on the school's auction webpage. <http://olplsschool.org/auction>.
3. You may procure from any non-Panther Partners businesses that you would like, the Business Sign-Up Genius is just for suggestions.
4. To make things easier an alphabetical list of all businesses will be attached in the description on each Sign-up Genius grade tab.
5. If you choose a new business that is not listed on the Sign-Up Genius please enter that business name on the New Business Tab.

Visit your business

1. When visiting your business, please take with you the following:
 1. **Business Sponsorship Letter**
 2. **Panther Partner Sponsorship Levels Form**
 3. **Sponsorship Enrollment Form**
2. If the business you reach out to would like to receive more information on upcoming marketing opportunities for future school/auction donations, check the spot on the procurement form and a corporate sponsor volunteer will contact them.
3. If the business donates an item or sponsorship of \$250+, please obtain their business card so that we can advertise for them on the auction webpage. If your business declines, please update the Sign-Up Genius for that business in the comment section and select a new business.
4. Please fill out the procurement form with the merchant. Give them the pink back copy for their records. Please don't forget to express to them how grateful our community is for their support.

Two ways you can turn in procurement items and forms:

1. Take your business procured item and/or business sponsorship form to the annual procurement party event. "Trivia Night Procurement Party" is on Saturday, April 6th, 2019.
2. Drop off in the School Office.

Thank you supporting Our Lady of the Presentation Catholic School!

