

A fundraising event for
Sammamish Christian School and
Noah's Ark Preschool

"An Affair of the Heart"

"Love the Lord your God with all your heart, and with all your soul, and with all your mind."
Matthew 22:37

Dinner & Benefit Auction
March 8, 2008
5:30 pm
Sahalee Country Club
Sammamish, Washington

PROCUREMENT HANDBOOK

This handbook has been prepared to help you understand the purpose of the auction and the procurement process. We hope it will give you ideas, information, guidance and the tools you will need to get started procuring great items.

The Sammamish Christian School and Noah's Ark Preschool Benefit Auction is a **community** effort, which involves the participation and support of parents, faculty and staff, students, grand-parents, and local businesses. It is the school's major fundraiser. The proceeds from this auction directly benefit the school children providing the necessary funds to further enhance school programs, keep tuition increases to a minimum, increase the tuition assistance program, and to help finance other enhancements we would otherwise not be able to fund.

Your contributions mean a great deal to the school but even more to the children. We are excited to be partnering with you this year to support our wonderful school.

Auction Chairs


Amie Sauve'
425 222 0046
425 531 2306 cell


Lora Baier
425 392 1613
425 466 2445 cell

Procurement Burn Out?
Take this Quiz!

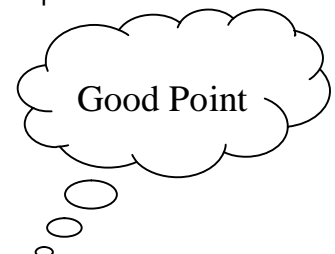
1. Are you tired of procuring? Yes No
2. Are you NOT ready to start the process all over again? Yes No
3. Do you spend your own money to buy items to turn in? Yes No
4. Do you want to be a part of this successful auction? Yes No
5. Do you want to help the school raise lots of money for your kid(s)? Yes No
6. Do you want to go to the auction feeling good about what you procured? Yes No

If you answered yes to any or all of the above questions, than this Procurement Handbook is for you!

The success of an auction depends on the value of and the demand for items up for bid. The best items are unique experiences, activities, and items that are not easily purchased and have greater value than just the ticket price. Be creative in your items.

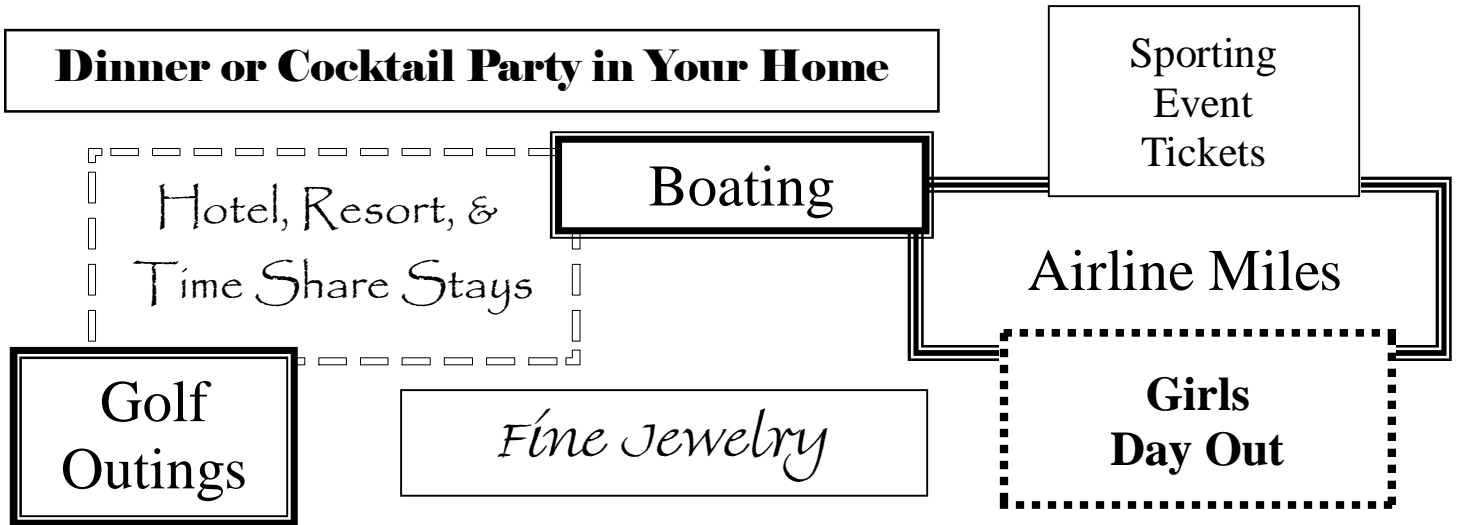
Where do I start?

1. Start with YOU. What can you personally do or offer? Are you a seamstress? Chef? Handy Person? Painter? Tutor? Do you have a boat? Season Tickets? Vacation Home?
2. Go to FAMILY. Do any of your relatives have special items, vacation homes, talents they would share with you?
3. Go to FRIENDS, NEIGHBORS, and AQUAINTENANCES. Friends can be great resources ~ someone you know might be able to get a special or hard to find service, certificate or experience donated.
4. Talk to MERCHANTS, especially ones you frequent. It can be intimidating at first but most businesses have a budget for donating to the community. Businesses are very generous and this is a form of advertising for them.
5. E-MAIL! This is a fast and easy way to ask for goods or services. Almost every business, hotel, resort, restaurant, merchant has a website. The procurement form and letter are on the SCSNA website to use.
6. COLD CALLS. If there is something out there you would like to see at the auction and you do not have connections to that item, pick up the phone or visit the business. You will be surprised at the number of times you hear "yes" if you only ask.



Remember, the answer is always NO unless you ask!

Procurement Ideas



- Adventure Sports
- Auto Detailing
- Autographed Items
- Behind the Scenes Tour
- Birthday Party Package
- Coffee Products
- Desserts for a Year
- Dining Gift Certificates
- Family Entertainment Tickets
- Gardening
- Guided Fishing Trip
- Skydiving

- Handmade Items
- Homemade Dinner
- Landscape Design
- Music Lessons
- Photography
- Host a Party
- Spa Treatments
- Summer Camp Sessions
- Vacation Packages
- Housecleaning Services
- Wine Tasting Session
- Flowers a Month for a Year

- Sport Lessons
- RV Rental
- Local Ski Getaway
- Talk Show Tickets ~ Oprah, Dr. Phil
- Dirt, Gravel, Beauty Bark Delivered
- Week in Mexico
- Backyard Play Equipment
- Hot Air Balloon Ride
- X-Box Signed by Bill Gates



Think of items YOU would like to bid on!