

# The ABC's and 123's of RAHS Auction Procurement

## ABC's

**A** -All of us need to procure donations! Each RAHS family is encouraged to donate or procure at least one item of \$25 value or more.

**B** -Be bold, don't be shy! People do want to help, they just need to know how!

**C** -Consider who, where and how you can help us reach our goals!

Goal #1: 50% by September 1st (200 items)

## 123's

**1 -Be prepared.** Auction support materials are available at the RAHS front desk and online at [rahsauction.org](http://rahsauction.org), home page, **click on "Resources"**. Save the date cards, support letter\*, sponsor level flyer, and procurement forms. Donations and Sponsors can register online: [rahsauction.org](http://rahsauction.org)

**2 - Take action.** Ask your favorite business, restaurant, or service, purchase something special, or pool funds with friends for a kids' activity. **Need donation ideas? Click [here](#).**

Prefer the comfort of your own home? Contact Chris Vitellaro if you want to help with online donation requests: [procurement@rahsptsa.org](mailto:procurement@rahsptsa.org)

**3 - Show your enthusiasm.** Share about your own student's interests and experience at Raisbeck Aviation High School - their favorite class, club, team and their successes!

*\*Support Letter [\[link\]](#): be sure to read it! It's the one promotional item that clearly identifies the mission of our unique high school and how PTSA Annual Auction proceeds are used throughout the year.*

**Where to deliver donations?** During the month of June, donations can be delivered during regular school hours 8am - 4pm to the RAHS front office (PTSA office storage). School is closed during July. If you get a donation, please hold onto it until you can deliver to one of the August events:

Freshman Breakfast: August 4th

Registration Day: August 23rd

All School Picnic: August 27th

**Can you help with donation pick-up?** We need volunteers who can pick-up donations. Will provide details as we hear from donors for pick-up. Email [auctionchair@rahsptsa.org](mailto:auctionchair@rahsptsa.org)

## THANK YOU to the following Auction volunteers for their leadership and team work to date!

Chris Vitellaro, procurement list manager ([procurement@rahsptsa.org](mailto:procurement@rahsptsa.org))

Yuri Smith, data entry & communications

Keely McDowell, data entry & registration Wendy Elizalde & Jose-Luis Castaneda, volunteer coordinators ([auctionvolunteer@rahsptsa.org](mailto:auctionvolunteer@rahsptsa.org))

Dana Sones, silent auction mentor

Dianne Meboe, Barb Glascock, Amy Matthews, Hilary Grilley, silent auction team Leslie White, reservations ([reservations@rahsptsa.org](mailto:reservations@rahsptsa.org))

Tom Hubbard, graphic design

Michael Alden, student liaison

General auction questions? Contact Heidi & Marc Gottshall, Auction Chairs [auctionchair@rahsptsa.org](mailto:auctionchair@rahsptsa.org)