



Save the date!  
Saturday, March 26, 2011  
[www.saintphilipauction.com](http://www.saintphilipauction.com)

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# St. Philip School Spring Auction



## Very Important Dates to Remember

December 10 Return scheduling form for volunteer hours  
to school office

March 4 All donation forms and items to be turned in  
to St Philip School

March 18 Auction catalogue on our website  
[www.saintphilipauction.com](http://www.saintphilipauction.com)

March 26 St Philip School Spring Auction



# St. Philip School Spring Auction



Letter from the Auction Chairs

December 3rd, 2010

Dear St Philip School Families and Friends,

Save-the-Date! On Saturday March 26, 2011 we will hold our annual St Philip Spring Auction at St. Mary's Cathedral. This event is a great opportunity for the whole school community to enjoy a fun night out to raise money for our school. There will be a buffet style dinner, a no host bar and many great Silent and Live Auction items to choose from.

The proceeds from the Auction go towards the operating costs of the school and help keep our tuition affordable. In addition, funds raised last year by the Auction have helped fund enrichment programs such as the Leap4Kids art program for all grades this year and Junior Great Books.

The Auction can only be successful with your participation. You can work on an Auction Committee. You can solicit donations from your favorite places to eat, play and relax. Or you can donate your time and expertise, a handmade item, or goods and services from your company/place of work. You will find a list of further solicitation suggestions on the following pages. In order to inventory all of the items and assemble the catalogue in good time, all donation forms, certificates and items should be returned by Friday, March 4, 2011.

This booklet contains all you need to get involved in this fundraising event. For the latest Auction information please see our website [www.saintphilipauction.com](http://www.saintphilipauction.com), or if you have any questions please do not hesitate to contact the Auction Chairs.

Thank you for all your support on behalf of St Philip School.

Margo Green  
Auction Co-Chair  
Margo\_g@pacbell.net  
415 241 9507

Sheila McCarthy  
Auction Co-Chair  
sheilamccarthysf@yahoo.com  
415 298 1167

# St. Philip School Spring Auction



## Family Requirements for the Auction

1. Volunteer work: Each family is required to do a minimum of 4 hours volunteer work for the Auction. Please fill out the enclosed scheduling form and return to the office by December 10. If forms are not received by this date we will automatically schedule you where needed. Committee chairs will contact you to schedule your volunteer hours.
2. Class Art Project: Each family is required to pay \$25 per child donation to be collected by the room parents for class art projects. Room parents will contact you regarding payment.
3. Class Basket: Each class is asked to put together a class basket from goods or services solicited or donated by parents in the class. Room parents will contact you to volunteer for this project.

## Family Donations:

We encourage all families to contribute or participate in some way. Here are some donation ideas:

- ◇ Host a themed party, dinner, wine tasting or cocktails at your home
- ◇ Part with your season tickets for 1 day or night ~ an arts or sporting event
- ◇ Offer personal help like cake baking, organizing, garden help or painting
- ◇ Take a group of children/adults hiking, camping, skating or plan your own special activity
- ◇ Ask a friend or relative to donate time at their vacation home
- ◇ Present a gift certificate from your favorite restaurant or store
- ◇ Donate a gift certificate from your child's ballet, gymnastics or swim school
- ◇ Donate a gift certificate from your favorite yoga, Pilates, tennis or gym instructor
- ◇ Make available professional services for an attorney, graphic or interior designer, financial planner or contractor.

# St. Philip School Spring Auction



## Everything you need to get started

On the following pages you will find copies of:

### 1. Scheduling Form

Schedule your mandatory Auction volunteer hours by filling out this form and return it to the office by December 10, 2010. There is a buy-out option for your hours at \$75 per hour.

### 2. Auction Solicitation Form

Please use this letter for Auction donors who may need a more formal request from the school. Donations are tax deductible and the Tax ID # is on the form. Please return this form and any donations to the office by Friday March 4, 2011.

### 3. Auction Donor Form

You have the option of filling out a donation form (hard copy) in this booklet, or doing it online. Go to the URL <http://tinurl.com/stphilip2011> and fill out the donation form. Please return this form and any donations to the office by Friday March 4, 2011.

If you need any donation help, please contact our Donations Committee Chairs:

Marcella Wavro  
mv@jwavro.com  
415 370 6659

Hilda Carron  
hildacarron@gmail.com  
415 420-8645

Hilda Kissane  
insanekissane@sbcglobal.net  
415 648-6438



# St. Philip School Spring Auction

St. Philip School  
665 Elizabeth Street  
San Francisco, CA  
94114  
Tax ID 94-1156798

Dear Sir or Madam,

Thank you for your support!

Each year, St. Philip School is grateful for the support of businesses like yours for our Spring Auction. Proceeds of the auction allow us to improve our facilities, to invest in academic excellence and, by keeping tuition low, to keep enrollment accessible to the children of San Francisco.

The event attracts a sell-out crowd every year, and the generosity of our donors is always appreciated by the many parents and supporters who attend.

I hope that we can count on your generosity as we plan next year's event, which will include dinner, and live and silent auctions. It will be held at The Cathedral of St. Mary of Assumption in San Francisco on Saturday, March 26th, 2011.

## **How can I help?**

You or your company can support St Philip's School by donating gift certificates or items to be auctioned, or by making a financial contribution. I have enclosed a donor form or, if you prefer, you can complete the form online at [www.tinyurl.com/stphilip2011](http://www.tinyurl.com/stphilip2011). Please return the form and donation by March 4th, 2011.

We will be proud to highlight your donation in our online catalog [www.saintphilipauction.com](http://www.saintphilipauction.com). Donations to St. Philip the Apostle School are Tax Deductible.

For more information on this event or corporate and individual sponsorship, please contact our co-chairs:

Marcella Wavro  
(415) 370-6659  
[mw@jwavro.com](mailto:mw@jwavro.com)

Hilda Carron  
(415) 420-8645  
[hildacarron@gmail.com](mailto:hildacarron@gmail.com)

Hilda Kissane  
(415) 648-6438  
[insanekissane@sbcglobal.net](mailto:insanekissane@sbcglobal.net)

Please accept our thanks for your support. Your contribution will directly benefit the community and the children of San Francisco.

Sincerely,

2011 Auction Committee  
St. Philip's Consultative Board  
Enclosure

P.S. So that we can acknowledge your generosity in the auction catalogue and online, please return your donation and form by Friday, March 4th, 2011.



# St. Philip School Spring Auction

## AUCTION DONOR FORM

Please return to:  
Donation Committee,  
c/o St. Philip the Apostle School  
665 Elizabeth St, San Francisco, CA 94114  
or complete the form online:  
<http://tinyurl.com/stphilip2011>

Item No: .....

Certificate: .....

Physical: .....

Both: .....

Company Name: .....

Donor/Contact Name: .....

Address, City, State, Zip: .....

Donor/Contact Phone No: .....

Website: .....

Soliciting St Philip's Family,

Last name and Grade of oldest Child: .....

Description of Item: e.g. gift certificate, check, cash, tickets, etc: (please note any special instructions, or limitations such as expiration date, new customers only, etc):

..... Value \$.....

Delivery Information (please check one)

..... Item(s) enclosed (e.g. check, cash donation, gift certificate, tickets)

..... Item(s) will be delivered to St. Philip the Apostle School, 665 Elizabeth Street

..... Item(s) need to be picked up

..... Please Create a Gift Cert for item based on above information

..... Part of larger item (eg class basket) and form is being submitted for donor recognition/tax purpose only

Donations are tax deductible: Tax ID: 94-1156798. With questions, please contact:

Marcella Wavro (415) 370-6659 [mw@jwavro.com](mailto:mw@jwavro.com)

Hilda Carron (415) 420-8645 [hildacarron@gmail.com](mailto:hildacarron@gmail.com)

Hilda Kissane (415) 648-6438 [insanekissane@sbcglobal.net](mailto:insanekissane@sbcglobal.net)

Thank you for your donation to the St. Philip Spring Auction.

**We would appreciate if all donations were received by Mar 4, 2011.**

# St. Philip School Spring Auction



Please sign up for one of the following committees by returning this form to the school office by **Friday December 10th, 2010**. We will do our best to give you your first choice however, many of these roles require multiple volunteers and more than the 4 hours required in the parent/student contract, some only require a couple of people. If you have worked a committee in the past and are familiar with the work then we suggest you join that committee again. Excess hours can be counted towards your annual total. Hours that are not worked will be billed at \$75 per hour. If you have any questions, please contact Sheila McCarthy [sheilamccarthysf@yahoo.com](mailto:sheilamccarthysf@yahoo.com) as soon as possible. Thank for your time and effort, it is what makes this event a success!

Name of volunteer: \_\_\_\_\_

Name of eldest child: \_\_\_\_\_

Contact number/email: \_\_\_\_\_

- Catalogue/Website/Database**  
Manage website. Manage donation databases. Manage and generate catalogue. Print catalogue.
- Decorations**  
Prior to the event, design decorations. Purchase, rent or create decorations. On the day, decorate venue.
- Donations/Sponsorship**  
Set up donor form and solicitation letters. Send out letters to donors. Follow up with donors. Input donor/item information/manage database. Work with database committee and Silent/Live Auction committees.
- Food and Beverage**  
Obtain quotes from vendors. Select best vendor. Organize menu, waiting staff, dinnerware etc. Oversee vendor on the night.
- Finance**  
On the night of the event, input data, assist with checking out successful bidders as they pay by check, credit card or cash. Ticket purchase required.
- Hostess**  
On the night of the event, greet guests as they arrive and give them their bidder number and catalogue. During the live auction act as a Spotter to make sure all bids are recognized by the auctioneer. Ticket purchase required.
- Invitations/Thank You**  
Prior to the event, assemble and mail invitations from mailing lists provided by the school, preschool and parish. After the event, assemble and mail Thank You letters to all event donors and sponsors.
- Scheduling**  
Prior to the event, gather scheduling forms and enter data into database. Send schedules to families. Send reminders to families.
- Set Up/ Breakdown**  
On the day of the event, assist with transporting items to the venue and displaying them. Assist with decorating the venue or removing decorations/goods after the auction. Those working after the event (12 midnight) will be awarded double hours. Ticket purchase required if attending the event.  
Post Auction, contact successful bidders and arrange collection of payment/items. Liaise with Silent/Live Auction.
- Silent/Live Auction**  
Collect, organize and display Silent/Live Auction items. On day of the event, assist with transporting auction items to the venue and displaying them. At the event, hand out items and certificates which have been paid for. Manage bid sheets. Act as runner to get items for purchaser. Ticket purchase required if attending the event.
- Ticket Reservations**  
Prior to the event, assist in selling event tickets after scheduled masses. Managing ticket sales database.