



December 2011

**RE: Donation Request**

We are pleased to announce that the University Child Development School's (UCDS) annual Auction will be held March 10, 2012 at the Showbox SODO. Proceeds from this year's Auction will fund Teacher Excellence and playground upgrades.

With this letter, we ask you to consider donating an item, service, or gift certificate to be auctioned at our event. We will list your business in the auction program and provide a link to your website from our online auction catalog, which will be available to the entire school community for several months leading up to the event. Over 400 people attend the actual event with many more viewing the online auction.

We appreciate your generosity, especially if you've donated in the past. The donation you make is good for UCDS and we also hope it will be good for your business. This is an opportunity to communicate directly with a captive and grateful audience. UCDS families travel, shop and eat out all over the city and the Eastside, and a business showing its support for the school can attract a loyal audience. We would like to highlight your business by including photographs, samples, quotes or endorsements. These enhance the bidder's interest and provide you with an excellent marketing opportunity.

As an independent, fully accredited elementary school, UCDS enrolls over 300 children ages 3 through fifth grade. Located in the University District, the school's reputation for innovation and excellence draws families from all over Seattle and the greater Eastside. You may find additional information about UCDS at [www.ucds.org](http://www.ucds.org).

Enclosed you will find a procurement form to record your donation or you can donate by contacting our procurement team via email at [laurirosini@hotmail.com](mailto:laurirosini@hotmail.com). We would like to make the process of donating as easy as possible, so please select a method that works best for you.

*Please note that UCDS is a 501(c)3 organization and, as a result, your donation may be tax deductible, to the extent allowable by law.*

*UCDS Federal Tax ID# 91-1176120*

Thank you for your time and consideration.

UCDS Auction Volunteer

A handwritten signature in black ink, appearing to read "L. Rosini". The signature is stylized and written in a cursive-like font.

Laurie Rosini  
Procurement Lead



UNIVERSITY  
CHILD  
DEVELOPMENT  
SCHOOL

AUCTION DATE MARCH 10<sup>TH</sup>, 2012

PROCUREMENT DEADLINE  
JANUARY 15<sup>TH</sup>, 2011



## procurement form

Donor or Company Name (to appear in catalog)	OFFICE USE ONLY  Tracking # _____  WHITE = FILE YELLOW = INVENTORY PINK = DONOR COPY
Donor Contact Person (not in catalog)	
Daytime Phone <span style="float:right">E-mail Address</span>	
Address	
City <span style="float:right">State</span> <span style="float:right">Zip</span>	
Signature of Donor (required)	Date
Submitted By (if different than Donor Contact)	Phone

Catalog Item Name	Item Expiration Date	Value \$ (estimate fair market value)
Detailed Catalog Item Description: Include quantity, restrictions, pertinent dates, number of people, etcetera to ensure proper understanding of the donated item. <b>Please provide the donors website address for online catalogue.</b>		<b>GIFT CERTIFICATE</b> Please check one: <input type="checkbox"/> Donor provides <input type="checkbox"/> UCDS creates <input type="checkbox"/> No certificate needed
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		<b>DISPLAY INFORMATION</b> Donor provides (check all that apply): <input type="checkbox"/> Actual item(s) to display <input type="checkbox"/> Props for display only <input type="checkbox"/> Digital or print photo <input type="checkbox"/> Menu, brochure, weblink, or other <input type="checkbox"/> Not sure, please contact me

**THANK YOU FOR YOUR DONATION!**

**Please deliver this form, the item(s), and all marketing materials for your item(s) to: The UCDS front desk by 01/15/11 to ensure inclusion in the catalog.** If you need special delivery or have questions, contact: Laurie Rosini / lauriosini@hotmail.com

### Save volunteer time

and sanity by including ANY marketing materials (e.g. brochures, photographs, catalogs, props, or business cards) with your Procurement Form by JANUARY 15th. Remember display info enhances bidder interest in your item. Thanks!