

2015 Benefit Timeline

General Information:

- We asked for volunteers to be on the Benefit Committee at the start of the school year and we were pleasantly surprised by how many people volunteered to work with us.
- If you want things in the monthly newsletter they are due by 25th of each month. These dates come up quickly so you may want to put them in your calendar now.
- If you pay for anything with you own money you keep the receipt (bring your tax letter make making purchases because you will not be reimbursed for the tax portion if you pay tax because you forgot your letter) and fill out a disbursement form and submit to the Treasurer.
- See budget from last year and try to keep in line with expenses
- I think the teacher donations should be a blind raffle-meaning that you have a box there that people put their number and amount on. Some of the items are popular and some are not and I felt really bad if the teacher was there and could see that someone got an item for almost nothing when they were donating their time.
- Thank you notes were sent to every auction donor and \$ donor For tax purposes we just put at the bottom of each donor letter what the fair market value of 1 ticket was. The amount above that is what is tax deductible. This came out almost even on the ticket cost last time. We did raise the price of the ticket after March 1. We had a lot of people pay the higher amount but we also had a good idea what the numbers would be so we could let the site know a good estimate of the number in attendance. Keeping ticket prices low is a good idea. Keep in mind that many people need sitters that night and we want them to spend money at the auction and not just attend.
- Check out the "Bidding for Good" website for online auction. Might be something to look into for buy it now options. We did not do this in 2015.
- Auction Book. We did a book that we asked people to sponsor pages or for their businesses. I think it turned out amazing and im sure if you did this again people would remember and more people might put adds in.

July/August:

- Choose Date & Venue for Parents Party keeping costs in line with last year's budget

We were told that the best time for the party is after the superbowl and before spring break.

September:

- Once the date and venue are set you can write a letter soliciting families for sponsorship donations and auction donations
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- You can also write the letter soliciting local businesses for auction donations
 - o We recommend starting with the businesses that donated the previous year and asking them to give again. You could write a little handwritten thank you on the letter and mention what item they gave the previous year to jog their memory.
 - o Keep the buzz up that you are looking for auction items to be donated so that people are constantly reminded.
 - o Then you can send new business donation letters.

September/October:

- Record auction donations as they come in
- Record sponsor donors as they come in
- Decide on an Invitation.

October/November:

- If you needed to rent tables/linens etc
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January:

- Sent Invitations 2 months out from event
- Record RSVP's as they come in the mail and write thank you notes
- Decide decorations, flowers, extras

February:

- As event grows closer we sent home more messages.
- Put together Auction Program
- Organize Auction Items and decide which items go together.
- Organized the Response list and gave everyone a bidder number

- Count clipboards and make sure you have enough for each auction item
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- Count pens and make sure you have enough
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- Look over auction items and see what other props you could use to make tables more attractive (i.e. Marian and Michael mannequins)

March:

- Have fun at party!

- When closing down the auction here is what we did and it went very well.
 - 1. Close the Auction 8:50
 - 2. Play Heads or Tails
 - 3. Live Auction
 - Since we had these games and events to occupy the guests we were able to organize ourselves. This was a huge help and would keep this in mind for next year.
 - When the auction closed we had one person at each auction table pulling the bid sheets and writing down the winning bidder on the "Congratulations page"
 - Then they brought their bid sheets to the close out table and one person entered them into a master list on the computer.
 - Two other people tallied up who won sign up parties. This took forever and should be handled differently next year. We thought about keeping a running tab throughout the auction for this so you are not calculating at the end.
 - As Live Auction items were ending someone would run back to the close out table and tell us the winner and we would enter onto master sheet.
 - We then began to make packets for each winner putting together all their winnings before they came up to the table

- We added up Live, Hats Sales, Silent Auction beforehand so when they came to the table all they had to do was tell us their name or bidder number (we had both on the master list)
- Wrap up the party with thank you letters, putting things back in storage, etc.
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- Send additional thank you letters for the people who donate in live auction.
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- If there were any auction items that did not get bid on we emailed the whole school after the party to see if we could sell them. We sold one item after the party.

April/May:

- Write up your report for your successor
- Set up transition meeting before end of year luncheon