

The Auction Item Request Script

2018

The following information is a suggestion of how to approach prospective donors and what talking points may be effective when requesting items. This is intended as a starting point and we encourage you to personalize your request in a manner that you feel comfortable with and that you feel will be most effective with the person/company you are approaching. Thank you for taking on the task of soliciting for donations. We know this isn't easy and sincerely appreciate your efforts.

Initial Contact Script

I am a volunteer with the Polaris at Ebert PTO and was hoping you would consider donating (item) to be auctioned off at the Romancing the Vine event that will be held April 7, 2018. This event provides financial support to Polaris at Ebert Elementary School to close the \$140,000 gap between Denver Public School funding, and the needs of the students. All monies raised through this event go directly to programs that serve the students.

Follow-Up Script

My name is (name) and I am a volunteer with the Polaris at Ebert PTO. I previously contacted you on (date) to see if you would be interested in donating (item) to be auctioned off at the Romancing the Vine event that will be held April 7, 2018. I know this is a busy time of year, so I wanted to follow up to see if you had a chance to consider my request.

Why They Should Donate

Not only will your donation provide much needed funding for the school, it will also provide exposure for your company to a prime target market including event participants, the Polaris at Ebert school parents, the student body and the school faculty.

Funds raised provide key components of our children's Polaris experience: Paraprofessionals in each classroom, Friday Electives program and STEAM (Science, Technology, Engineering, Arts and Math) equipment and supplies.

Public school budgets throughout Colorado are stagnant, despite all of the marijuana tax funds flowing into our state. These taxes are used for infrastructure improvements, and new construction of schools and do not support academic needs of the students.

All donations of cash and in-kind goods are 100% tax deductible

Tax Exempt Information

Polaris at Ebert is a registered 501(c) (3) not-for profit charitable organization, which makes your gift tax deductible. Tax id number: 27-0042254. Polaris PTO will issue you/your business a receipt for donated items

Event Information

The Auction is an adults-only fundraising evening with live music, food and beverage. The event will be held the evening of April 7, 2017 at Redline.