



Dear Parents and Teachers:

Please mark Friday, November 27, 2009 on your calendars. This is the date for our **2009 Glenview Holiday Auction!** This event was such a successful fundraiser last year that Council has voted to do it again. And again, we will need your help in making this another successful event.

### **Our Goal**

As you may know, Glenview School Council traditionally organizes two major fundraisers (fall and spring) with one or two minor ones that focus more on school spirit and community building. Our goal again for this Holiday Auction is to raise \$10,000 and eliminate the need for a 2<sup>nd</sup> major fundraiser. As usual, fundraising profits are used to support activities and programs that will benefit the overall student population at Glenview. These activities and programs are decided by Council vote. At our next Council meeting we will be discussing where to spend our fundraising profits. Everyone is welcome to attend this and other meetings to be a part of the discussion and ultimately, the decision.

### **The Event**

Will be held on **Friday, November 27, 2009, 6:30 preview with Live Auction at 7:00 p.m.** The evening will consist of a live and silent auction. There will also be a raffle and door prizes. Refreshments will be served.

### **Your Role**

We would like to ask each Glenview family to donate one item for the Auction. If you are able to do more, it would be greatly appreciated. With over 200 families at Glenview, we should have more than enough items for both the live and silent auctions.

The Auction will be opened to Glenview families, friends and neighbours. We would like you to spread the word and plan on attending with your guests. This will be a great way to get all your Christmas shopping done in a social and fun environment.

## **What to Donate**

- Pretty much anything! Tap into resources available to you.
- Tickets to a sporting event are always popular.
- Cash donations (A tax receipt is issued for the full amount donated)
- It could be a service being provided by you, i.e., a certificate for snow removal, cutting the lawn, babysitting, or handyman services.
- Weekend get-a-ways, Great Wolf Lodge, Americana, ski weekends, etc.
- Tickets to theme parks, theatre, shows and movies.
- Gift certificates to restaurants, wine tours, spas and professional services such as catering, landscaping, interior designing/decorating, etc.
- Gift baskets, workshops, babysitting, home décor, children's birthday party packages, children programs, toys, computer games, books, DVDs and clothes.
- Anything to do with golf.
- Membership to gyms, RBG, BAC, AGH and theatres
- Furniture.
- The list is endless! Please donate what is available to you. **Donations big or small are all accepted.**

## **Who to Ask**

- First, yourself!
- Your own business, business partners, company/boss.
- Local businesses that you frequent such as your bank, grocery store, butcher, drug store, restaurant, gym, services, etc.
- Friends, neighbours, family.
- In case you need one, we have included an auction request letter on Glenview Public School letterhead. Please contact us if you require a customized letter.

## **Incentives for Donating**

- For businesses, it is extra advertising.
- They can have their business cards or flyers beside the donated item on the table for people to review or take with them.
- All donations will be acknowledged in the auction program and in our school's newsletter.
- Tax receipts will be issued to qualified donations. Please read the info on Tax Receipts in this letter.

## **Pick-up/Drop-off Items**

- We would like to know as soon as you have an item confirmed for the Auction. Please send us an email or call to arrange pick-up or drop-off. Items can also be dropped off at the office. Please make sure that the *Donor Information Form* is completed and attached to your donated item. **All donations must be received by Monday, November 23rd.**

## **Tax Receipt**

The Halton District School Board is a registered charitable organization and may issue an official receipt for income tax purposes for gifts and donations made to individual schools.

A receipt will be issued for cash donations but cannot be issued for gifts-in-kind such as donated services and gift certificates. It is acceptable, however, to purchase services or gift certificates from an individual/company and then have the company donate the value of the service/certificate back to the school. An exchange of cheques (school to business and business to school) is required.

An individual who buys a gift certificate from a company and then donates it to the school may receive a donation receipt for the value of the certificate, upon presentation of the original invoice/receipt from the company from which the gift was purchased.

If a school receives goods from a company/individual that they normally sell, the company/individual must invoice the Board for the value of the goods and write across the invoice "Do not pay-donation to the Board".

If a school receives goods from a company/individual that they normally do not sell, the company/individual must supply the Board with the original invoice from the company showing the value of the goods purchased.

If anyone donates used goods (i.e. artwork) the Board needs an appraisal for the fair market value of the goods.

## **Note**

Your help is crucial in making this event a success. In addition to your donation, we will need some help on the night of the event. Please let us know if you are able to help out or if you have any questions regarding the Auction.

Your contact is Karen Walker Hogan, Member at Large, at 905-869-4327;  
[kwhogan@bell.blackberry.net](mailto:kwhogan@bell.blackberry.net).

We have attached a donation request letter and donation form. Please let us know if you need more copies.

Thank you very much for your donation and time. We look forward to your help in making this another successful Glenview fundraiser so that we will not have to have another fundraiser for the remainder of the year!

*Your Glenview Holiday Auction Committee*