

FCS PTF Auction

March 16, 2019

This year the PTF's big fundraiser is the auction. For those of you who are not familiar with this event, I'd like to give you a little information about it. The PTF has this event every other year. We collect used donations as well as new items from local and area businesses to auction off in the live auction or we sometimes use the items in the silent auction. Some items that have been donated in the past are a trip to Amish country, a trip to Chicago, tickets to Kings Island, Newport Aquarium, Creation Museum, COSI, and other fun places. Used items may be anything from furniture and appliances, to antiques and collectibles. We also run a concession stand that sells breakfast and lunch items and we have a bake sale. All this is done by volunteers of the school families. This event is a huge undertaking and we would love to see everyone involved in some part of it. Proceeds from this event go to help the school in a variety of ways. The playground in front of the school was purchased with PTF funds. Teachers have been given bonuses from the PTF and we help them with classroom needs as well. We strive to be good stewards of the funds that we bring in from the auction.

SILENT AUCTION – This committee is in charge of preparing for, organizing, arranging, and running the silent auction. They will send out flyers for basket donations, keep a record of all registered baskets, (keeping the number to 75 or less without duplicates), prepare baskets for display, (some businesses will donate baskets already put together), and prepare bid sheets.

QUILTS – This committee will be in charge of the classroom quilts for the auction. They and the teachers will collaborate on ideas for the quilts, (some classes may need to be combined with other classes if they are small), help with gathering supplies for the quilts, help with any needed sewing or recruit others to do the quilting and furnish them with all supplies, displaying the quilts at the auction, and any other aspects of the classroom quilts.

CONCESSIONS – This committee will be in charge of the food served at the auction. Since we try to have everything donated, they are in charge of finding people to make or donate the food to be served. They will plan, organize, and recruit workers to serve the food. Sometimes, having 2 work shifts is helpful. High school students are a great help!!

BAKE SALE – This committee is in charge of sending out notes to ask for baked goods, pricing the bakes goods, and recruiting workers to help run the bake sale. Sometimes having 2 work shifts is helpful. High school students are a great help in this area as well.

CHILDREN'S ACTIVITIES – This committee is in charge of planning various activities for the children during the auction. This helps the parents in knowing the children are having fun while they are enjoying the auction. The activities can be anything from face painting and carnival games to just having areas to play, whether it is a play dough area, art supplies, Legos or Lincoln logs. You can even have a small television with a dvd player to play movies. This area is always a big hit with the kids.

ADVERTISING – This committee is in charge of organizing all forms of advertising for the auction. This includes newspaper ads, radios ads, flyers placed in local businesses and churches, and sending notes home keeping parents informed.

DONATIONS – This committee is in charge of contacting area businesses for donations (monetary, gift cards, services, etc.) as well as working online for donations from places such as Kings Island, Newport Aquarium, Cincinnati Reds, and whatever else they can think of. They must work very closely with one another so that the same business is not asked multiple times for a donation. This does not leave a good impression in our community for our school. They need to watch for deadlines for the online donations and other requirements; some places require a 60 day notice, some also require a mission statement. They need to send notes home informing school families that the school is collecting donations. It's a great time for families to start spring cleaning to get rid of unwanted items. Sometimes families might have a timeshare to donate or a business service they will offer.

They will also be in charge of collecting used items (furniture, appliances, etc. but no mattresses!!) people want to donate. Bumpus Trucking has very graciously donated a semi trailer to be used to store these items. If the items need to be picked up, they need to recruit someone to pick up the item(s) from the person donating the item(s).

AUCTION – This committee handles getting auctioneers and the necessary paperwork (auctioneer usually provides this) needed to run an auction, recruiting people to work the auction (holding items up and delivering to buyer), giving out bid numbers and running the pay table.

All committees that need to use school funds to get started are asked to be very frugal in their spending. We like to get as much donated as possible, but that is not always possible, so we need to be cautious in how we use school funds. We ask that receipts be turned in, in order to be reimbursed for money spent.