



## Procurement Scripts

So, you're thinking of contacting a business about the auction but not exactly sure how to go about it. Here are some ideas. How about starting with a phone call?

### ***Phone Call Script***

**Parent:** Hi, my name is Jane Doe, and my kids go to Issaquah Valley Elementary and we're doing an auction this year to raise critical funds for the school. I'm not sure if your company traditionally supports school auctions, but we'd love to be able to offer a gift certificate or item from your company. We're a 501(C)(3) non-profit, so all donations are tax deductible and we'd be happy to display any materials about your business. Would you be able to help us out with this?

**Company:** Sure, we'd be happy to. We'll need your procurement form.

**Parent:** Great, if you can give me your email address, I can send you a [procurement form](#) along with our [letter to the community](#) describing the auction. Our procurement deadline is November 23<sup>rd</sup>. We really appreciate your donation!

(The same conversation can take place in person. Simply bring the community letter and procurement form with you when you visit businesses throughout your day. Keep copies in a folder in your car. If a company says no, thank them kindly and move on. You may be pleasantly surprised how many say yes!)

### ***Follow Up Email***

Hi Kathy,

Great speaking with you earlier about the Issaquah Valley Elementary Auction, taking place March 9th, 2012. We really appreciate your support! Our procurement form for donating the gift certificate can be accessed at <http://www.ivepta.org/fundraising/auction.asp> or you can fill out the attached form and send it to me, along with the gift certificate, at the address below.

Attn: Jane Doe  
Issaquah Valley Elementary  
565 Holly Street  
Issaquah, WA 98027

I'm also attaching our letter to the community for your information. We love your restaurant!

Thanks so much,

Jane

(Don't forget to attach the community letter and the procurement form to your email. Both pdf's can be downloaded from <http://www.ivepta.org/fundraising/auction.asp>)