

Soliciting Potential Donors

Identify yourself as being a member of the Moye PTO.

Ask for the person responsible for community/charitable donations.

Tell the person responsible you're soliciting donors for our annual charity event.

If they donated last year, thank them and let them know their donation helped us have a very successful event last year.

If they are new to us, inform them of the options they have in helping us: sponsorships/advertisements, item donation, product donation, or any combination of the above.

Remind them this is OUR SCHOOL'S PRIMARY FUNDRAISER.

Our school is only in its ninth year, has almost 650 students this year, and still needs many things.

Playground equipment (for expansion)

Books for the library

Teacher materials

Program funding (Character Education, Reading Counts, Get Smart with Art, Read & Run Marathon, etc.)

If they agree to donate . . .

Complete the procurement form completely. All info is important for 501C3 purposes.

If the donor needs a receipt, please give them a copy of the procurement form.

We will mail them a receipt at the end of the year (12/2011) for their taxes.

Make sure to have a correct address for mailing of receipts.

If possible, take the item with you. If it's not possible, make arrangements for getting it before October 19th.

If the donor needs us to make a certificate, we can do that. Get specifics from the donor for their certificate.

Remind the donor about the event date/time and ticket price. Remember to mention certain Sponsorship/advertising levels make them eligible for free tickets or, of course, they can purchase tickets to attend.

Thank them!

Deliver the procurement form and item to the Event Coordinator, Procurement Chair, or Auction Management Chair ASAP (must be before October 19th). Timely arrival of items helps smooth the entire process.