

Dear HFCS Families,

Our team is already hard at work preparing for the Holy Family gala auction! **We need your help to meet our goal of raising \$175,000 at our 28th Annual Gala Auction, "Let's Groove," on Friday, May 3rd, 2024.**

Remember, every family is responsible for procuring at least \$120 FMV worth of NEW items, experiences, or services. To make things easier for you and to help avoid repeat items, we have created an "Auction Item Wishlist" on signup.com. Please review this list as there are many ideas and opportunities to choose from. If you have an idea that you **DO NOT** see on the list, please email your idea to auction@hfcs-cda.org **before** you procure it.

Here's how to use the list:

1. Click on this signup.com link:
2. Pick an item you'd like to procure and be sure to **sign up**. This is important so we don't have repeat items.
3. Remember, if you **have an idea for an item that you DO NOT see on the list, please email it to auction@hfcs-cda.org** before you procure.
4. If you change your mind about the item you've chosen, please go into the signup.com link and cancel, and then either select a new item or send an email with your idea to auction@hfcs-cda.org.

Here are some tips to remember when procuring items:

1. Please try to procure **one large item or several related items for a basket**. (If you're procuring a basket, please include a basket or other container for display.)
2. **Ask businesses that you frequent** if they would be willing to donate.
3. Remind businesses that we are a non-profit school and their donation is tax deductible.
4. If there is an expiration date for an experience or service, please ask to have the **expiration date timed from the date of the auction, May 3rd, 2024**. (For example: if the item expires in one year, the expiration would be May 3rd, 2025.)
5. Remember to pick up a procurement form from the office, fill it out **completely**, and attach it to your item. **All of the information on the form is very important.**

Important Deadlines:

- * **January 12th, 2 pm** – Don't want to procure? You can opt out for a \$150 charge to your FACTS account. Please email Lee at llamb@hfcs-cda.org if you'd like to take advantage of this opportunity.
- * **January 19th, 2 pm** – **Early Bird Procurement Incentive** – turn in your item(s) by this date and earn one entry into the \$2,000 Tuition Credit or \$1,000 Cash Raffle!
- * **February 2nd, 2 pm** – **Procurement Deadline** – no more items will be accepted after this date. **NO EXCEPTIONS!**
- * **February 5th** – Family accounts will be charged **\$200 or double the remaining balance** for items not turned in by the February 2nd deadline.

Thank you for your continued support of the auction. We truly cannot do it without you!

Blessings,

Lee Lamb
HFCS Advancement Director
llamb@hfcs-cda.org
(208)765-4327