

Crab Feed Auction/Donation Update

Dear Carden Parents:

The Crab Feed is coming up soon, and now is the time that we need to seriously start the process of soliciting donations for the auctions and raffle. I know this is a very busy time of year for most, and the last thing any of us needs is something else on our plates! But right now is a really great time to begin thinking about who/where we can go to ask for donations as we shop and run our errands and plan our holiday festivities.

This year at the Crab Feed, we will be having a silent auction, raffle, live auction and dessert table. One of the goals the auction committee has this year is to track the businesses we solicit. So, we have created a "target donor list" and will make this viewable on the Crab Feed website – www.cardenschoolofsacramento.com/crabfeed. The reason for this is so we don't have 5 people ask Trader Joe's for a donation or worse yet, no one ask! If you have an idea for a business you think would be a potential donor, please go the website and add that to our list. Also, you will be able to see what businesses we are already targeting and who is responsible for that solicitation. Or you can email Gillian Biedler at cardencrabfeed@gmail.com, and she will check the target list for you. I hope this eases some of the confusion and makes this process less of a shotgun method and little more stream lined.

Attached are three pages:

- 1) One is the **donation letter** that will be given to each business that donates to us. This letter explains about the fundraiser, our school and has our non-profit tax ID number on it. I suggest you make a few copies and keep them with you as you run errands and get inspired to ask for donations.
- 2) The second page is a **donation form** that needs to be filled out and attached to each donation as they get turned in. Ms. Roberts has graciously agreed to collect all the donations in the office, but requests we do not begin dropping off donations until January 3, 2012. There will be additional forms in the office should you need more.
- 3) The third page is a sample of the **target donor list** already started that shows which businesses we would like to target.

All three of these forms will be available on the website soon. Here is the link:
<http://www.cardenschoolofsacramento.com/crabfeed/>

Thanks everyone, and have a great holiday. Looking forward to working with everyone on this!

Barbara Brown & Gillian Biedler
Donation/Auction Team Leads