

Do You Believe in Magic? Fundraiser

Synergy School Benefit Saturday, March 8, 2025
SOMArts Cultural Center 934 Brannan Street

Donation Guide

Synergy's Annual Auction is the most important parent fundraising event of the year. Every year, the Synergy parents create and support a fantastic event by:

- Solicit **donations**.
- Invite friends and family to **bid on our online auction at Bidding for Good**.
- Buy **tickets to the fundraiser**.
- **Invite friends and family** to the event – and come dance, shop, eat a marvelous dinner!

How do I get a donation?

- Ask in person. When you've just purchased something from them, it is a good time to ask.
- Give them a *'Dear Manager' letter* and an *Auction Donation* form. Additional forms can be downloaded directly from the website
- Assist the merchant in completing the form. The Auction Donation Form must be completed and signed.
- Send your donor a *Thank You letter*. Our sample letter includes Synergy's Tax ID# and will be their receipt. Include the estimated retail value of the donation.

What should I ask for?

Here are just a few suggestions of items that have done well in the past:

- Dinner gift certificates to your favorite restaurant
- Wine
- Vacation homes and travel destinations
- Retail gift certificates
- Tickets to an art museum, theatre, sports event or theme park

Can I create my own donation? Absolutely!

Some of the most popular items at every auction are Sign-up Parties from our parent community:

- Plan a gourmet meal or event for several couples or kids at your house.
- Take a group for a hike and picnic along your favorite trail
- Cookie Baking Party for five or more students

Do you have a good idea but want to run it by someone first? Don't hesitate to call any of the Auction Committee members.

Does the Auction have sponsors? Yes!

We always seek donors and businesses to help sponsor the event. If you or someone you know would like to be a cash sponsor, ask them to help. Sponsorship forms are on the website.

Donation Form Tips

Copy or print as many forms as you need. A hard copy is helpful if you are soliciting donations in person or mailing to potential donors. Note: If mailing out the Donation Form, include a Merchant Letter with the Merchant Donation Form.

All items can be entered [online](#) or given to us with a paper donation form. Fill out the Donation Form entirely with a description. Donations forms must be attached to the donation item/certificate when you turn it in at the school.

Providing a detailed description that makes the item sound appealing is helpful. Complete all critical details and include any restrictions that might apply, especially concerning tickets, classes, or other time-sensitive donations.

Send or give the donor a Thank You letter. Please indicate the estimated value of the donation in the letter so they can receive their tax credit.

Questions? Just ask! We are here to help. Email auction@synergyschool.org

Auction Co-Chair

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