

Hello [CLASS/HOUSE] Families!

I'm excited for this auction season because I'll be coordinating our [CLASS/HOUSE] auction project! [INTRODUCE YOURSELF WITH SOME PERSONAL DETAILS, SUCH AS: THE NAMES OF YOUR KIDS AND THEIR GRADES, HOW LONG YOUR FAMILY HAS BEEN AT PCCS, WHAT TYPE OF AUCTION/LEADERSHIP EXPERIENCE YOU HAVE, ETC.]

Our [CLASS/HOUSE] auction project will be [NAME OF THE PROJECT]. [ADD A SENTENCE OR TWO TO DESCRIBE THE PROJECT.]

To make this a truly exceptional auction project, our [Class/House] needs your help. Please consider contributing to this project by [DESCRIBE HOW CLASS/HOUSE FAMILIES CAN CONTRIBUTE TO THE PROJECT, SUCH AS SIGNING UP ON A GOOGLE DOC THAT YOU'VE CREATED. BE SURE TO INCLUDE THE LINK TO ANY SHARED DOCUMENTS THAT YOU CREATE].

After you procure items for this auction project, you will need to fill out an online procurement form. **You must fill out ONE procurement form for EACH item that you procure.**

To fill out online procurement forms, follow these steps:

1. Fill out the online procurement form at [LINK TO ONLINE PROCUREMENT FORM] **before [PROCUREMENT FORM DEADLINE]. Be sure to include [CLASS/HOUSE] in the Item Description field on each procurement form that you fill out.** (If you don't add our [Class/House] name, your item may not be included in our auction project.)
2. Turn in the physical item(s) as soon as you can **to the front desk at PCCS before [CLASS/HOUSE PROJECT ITEMS DEADLINE]** by doing the following:
 - a. Put the item(s) in a bag.
 - b. Label the bag with your family name, [CLASS/HOUSE] name, and the word "AUCTION."
Note: If you have not turned in a procurement form for each item in your bag yet, you must fill out one before turning in your items.
 - c. Bring your labeled bag to the front desk at PCCS. You're done! (If you want to help me out, sent me a message to let me know that you've contributed to our project. Thanks in advance!)

Thank you for helping our [CLASS/HOUSE]! The best way to reach me with any questions or comments that you may have about our auction project is through [text XXX-XXX-XXXX or email xxxxx@xxxxx.com]. I look forward to working with you over the next few months!

Thanks again!
[YOUR NAME]