

Hello [CLASS/HOUSE] Families!

It's me again, your Auction Project Point Person! Just a reminder that **the deadline to turn in your procurement forms for our [CLASS/HOUSE] auction project is fast approaching: [PROCUREMENT FORM DEADLINE]!**

But don't worry...there's still time! If you've procured items for our [AUCTION PROJECT'S NAME], and you've already sent in your forms--and maybe even your items--a huge thank you! If you haven't turned in your procurement forms yet, now is the time! **(Remember that you can turn in the actual items later--just before [CLASS/HOUSE PROJECT ITEM DEADLINE].)**

As a reminder, you must fill out ONE procurement form online 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!)

Thanks for helping make our [AUCTION PROJECT'S NAME] the best it can be!

[YOUR NAME]