

Hello House of Heorot Families!

I'm excited for this auction season because I'll be coordinating our House auction project! I have two kids in the House of Heorot (Simon in 9<sup>th</sup> grade, and Daniella in 7<sup>th</sup> grade), and Lou (who is in 5<sup>th</sup> grade this year) is looking forward to joining our great House in two years. Our family is in our 8<sup>th</sup> year at PCCS, and I've coordinated two auction projects during that time. I know that we can make this auction project a spectacular one!

Our House auction project will be "Backyard Fun and Games." I'm hoping we can procure items, such as: a Solo Stove, lawn games, marshmallow roasting sticks, s'mores ingredients, and any other add-ons that you think would be a great addition to this project.

To make this a truly exceptional auction project, our House needs your help. Please consider contributing to this project by accessing the [shared Google document](#) that I created and signing up to procure an item or two. Then start procuring!

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 <https://fakeURLforOnlineProcurementForm> **before January 17th. Be sure to include Heorot House in the Item Description field on each procurement form that you fill out.** (If you don't add our 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 February 14th**, by doing the following:
  - a. Put the item(s) in a bag.
  - b. Label the bag with your family name, Heorot House, 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, send me an email to let me know that you've contributed to our project. Thanks in advance!)

Thank you for helping our House! The best way to reach me with any questions or comments that you may have about our auction project is through text 206-555-5555 or email [myname@gmail.com](mailto:myname@gmail.com). I look forward to working with you over the next few months!

Thanks again!  
Sarah