

Hello House of Heorot Families!

It's me again, your Auction Project Point Person! Just a reminder that **the deadline to turn in your procurement forms for our House auction project is fast approaching: January 17th!**

But don't worry...there's still time! If you've procured items for our "Backyard Fun and Games" auction project, 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 February 14th.)**

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 <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!)

Thanks for helping make our "Backyard Fun and Games" auction project the best it can be!

Sarah