

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]. Also remember that this donation counts toward one of your five requested auction donations!

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]