



Dear EFM Partner and Friend,

The École Française de Melbourne is very proud of its schools, partnerships and its culturally rich heritage and community.

After the success of 2020's silent auction, we have decided to repeat this fruitful operation to raise funds for our programs so we are curating a French themed online Christmas auction and raffle, for which we will be able to take final bids and announce winners live at the Caulfield Junior College End of Year Party!

The purpose of this silent auction and raffle is twofold. It'll be an opportunity to raise funds that will provide additional resources to support the programs in our schools. It'll also be a chance to promote French based commerce and organizations who are all working very hard to grow their businesses again after a couple of challenging years.

We are looking for your participation and donations to help us make this auction a successful fundraising event for our school. Every contribution makes a difference and is greatly appreciated. The auction will be widely promoted amongst the partner schools of the EFM reaching close to 800 French binational (and multinational) parents in Melbourne.

We hope you will be able to support our families and communities by helping us on this occasion.

If you would like to participate please fill out the form following this link
<https://bit.ly/cjc2022donation>

Dates and details of what you will need to fill out the form above can be found in the table at the end of this letter.

If you would like more information, please do not hesitate to contact us.

We thank you in advance for your support and look forward to hearing from you.

Yours sincerely,

EFM and Parents Committee



Chers partenaires et amis de l'EFM,

L'EFM est très fière de ses écoles, de ses partenaires, de sa communauté et de son héritage culturel.

Suite au succès de nos enchères silencieuses de 2020, nous avons décidé de répéter cette opération fructueuse pour collecter des fonds, et organisons donc une vente aux enchères de Noël sur le thème de la France, que nous pourrions cette fois conclure en personne, lors de la fête de fin d'année de Caulfield Junior College.

Le but de cet événement sera de récolter des fonds qui aideront à fournir des ressources supplémentaires pour soutenir les programmes dans nos écoles, mais aussi de promouvoir les commerces qui travaillent dur pour continuer à croître leurs business après 2 années difficiles.

Nous souhaiterions bénéficier de votre participation et de vos dons pour nous aider à faire de cette vente aux enchères une réussite pour nos écoles. Chaque contribution fera une différence et sera grandement appréciée.

La promotion des donateurs et des produits sera très étendue au travers des établissements scolaires partenaires (environ 800 parents).

Si vous souhaitez participer, veuillez remplir le formulaire suivant (voir lien ci-dessous)

<https://bit.ly/cjc2022donation>

Tous les détails nécessaires pour remplir le formulaire ci-dessus se trouvent dans le tableau à la fin de cette lettre.

Si vous souhaitez plus d'informations, n'hésitez pas à nous contacter.

Nous vous remercions par avance de votre soutien et nous attendons avec impatience de pouvoir collaborer avec vous.

EFM et Comité de Parents CJC

Process and Timeline and FAQs

Sign up!	Let us know you can help!	Fill in the form with your donation details	https://bit.ly/cjc2022donation or email any queries not answered below to caulfieldjuniorpc@gmail.com	Now until 22 November 2022
	Donation Details	Description	Please include a description of the item or contents, detailing individual items if necessary, provenance (or origins for example), size or materials, ingredients etc If your donation is a service, please provide duration or inclusions (and exclusions), time limits, availability slots etc. For any gift vouchers please note any expiry dates. If your donation is food, please highlight common allergens. Also please indicated its recommended retail price (RRP) or \$value. Please provide any Terms and Conditions.	
	Photo/Images	Provide Photos of Donation Items or Service	Photo High Resolution (up to 5 per donated item)	
	Your Organisation	Provide your organisation details	Provide your organisation name, address and telephone number, website address. details. We'd also like to showcase your business so please feel free to add a short description too.	
	Logo and Branding	Provide Logos of your organisation	Logo High Resolution please	
	Delivery /Collection	Delivery or Collection arrangements	Arrangement for delivery or collection must be made between yourself and the winning bidder. Please provide details of how this arrangement will be made. The EFM cannot manage shipping and logistics.	

Promotion	Promotion	Technical Details	We will be using the platform Galabid for our silent auction which permits showcasing your lot and organization, manages bidding and final purchasing.	
	Marketing Population and Process	The auction will be promoted amongst the schools and partners of the EFM notably about 800 French binational (and multinational) parents	EFM Website EFM Social Platforms Consul Honoraire de France Melbourne Alliance Francaise Melbourne Caulfield Junior College School Newsletter Caulfield Junior College Socials Caulfield Junior College Convenors Renown Kindergarten Newsletter + Class Reps + Socials Brookville Kindergarten Newsletter + Class Reps Facebook - Familles Francaises, Melbourne French Team Auburn High Glen Eira College (ESFM)	
Auction	Auction Start	23 November	Auction will be open from 23 November to the 2 December 2020.	23 November 2020 to 2 December 2022
	Final Calls for Bids	Final communication out to parents, community and francophiles.	As per above communication methods: reminders and prompts. Final calls for auction bid between 31 Nov-2 December 2020.	
Auction Wrap	Auction and Raffle End	Final Closure of Bids	Final Closure of auction and raffle and notifications of bid success and payment facilitation	2 December 2022 12.00
	Auction Completion	Auction close + delivery /collection	Shipping details for items that will need to be shipped and collection arrangements with the successful bidder will be provided after payment. You will receive that information at the latest on Monday Dec 5 th so that you are able to ship the item before Saturday 10 th of December (Australia Post cut off for Christmas delivery).	