

Seeking Donations for Spring Fair 2016

The Spring Fair Committee has moved towards an **online system for donations and rosters for the 2016 Spring Fair**, replacing the large noticeboards of years gone by. We hope this will enable access for as many people as possible, and make it easy to check who is doing what at a time that is convenient for you.

The link for this is:

www.signup.zone/spring-fair-2016

Signing in

When you first access signup.zone you will be asked to “sign in” with your name, email, phone and child/children’s year level. This information is requested so that we can identify who has volunteered for what, without personal information being visible by other people accessing our link.

Your name (e.g. “Donna”) is all that will be available to the other parents who log-on, but your full name and details (“Donna Mills, Prep/2 and phone number”) can be seen by the spring fair committee in the background. Using this sign-in function also protects your entry from being removed by someone else. When you revisit the site, you should not have to sign in again.

So what next?

We are ready to start receiving donations from the community supporters!

Can you please take the time to **approach a couple of contacts from the online list**, or through your own channels?

The signup.zone is grouped roughly geographically in relation to the school.

There are some sponsors listed as **KEY SPONSORS, with a note not to approach these businesses**. We have already made contact and will continue to foster the relationship through existing leadership channels.

Wherever you see “...” this means that no one else has nominated to contact that business – it’s yours for the taking.

Business that are not yet listed

If you know of (or have) other unlisted businesses that could donate goods or services, then please do go ahead and approach them with your donations letter and form in hand.

When you bring in donations, the donations form you complete will help us to properly acknowledge the donation and business, and will help with contact details for future years. It’s easier when there is a name, telephone number and address, along with what has been donated.

Donations will be auctioned through the online and silent auction channels, and loud auction for a selected few. This raises significant funds for our school.

Donation letter and form

The donation letter and form are available in hard copy at the front office, or via this link: [2016 Donation Letter & Form](#)

Some tips for approaching businesses

- The businesses listed on signup.zone are our local partners who have donated in previous years. However, there are surely more to uncover. Use your initiative and your local contacts for businesses that you use.
- Please **add your name**. This will prevent the business being approached multiple times.
- Send an email to SFdonationsCC@gmail.com to let us know **when you plan to make contact** with the business and collect donated items.
- Where possible, please do **go in person**, with letter in hand and ask how their business can help to support our amazing school.

Process for seeking donations:

1. Print the **donations letter & form** (or collect hard copy from the office)
2. **Make contact with the business**, in person preferably, or by telephone or email
3. If a donation is secured, please **fill in the donations form** with as many details as possible (this helps us next year), and **arrange to collect the item** (where applicable)
4. **Hand donated items with completed Donations Form to Natasha or Christine at the front office**. All donations must be logged in via the office and will then be moved to a secure location for cataloguing and placement with raffle, online silent or loud auction.
5. A **thank-you certificate** will be sent to all businesses acknowledging their generous support of our school. Businesses will also receive recognition through a **sponsors wall** at the fair, links on social media where appropriate and a link on online auction site.

For further information, come along to Thursday Market and visit our **Spring Fair Information Stall**, pick up copies of the Donations Letter & Form and talk to our friendly Donations Team.

Donations Team 2016

Email: SFdonationsCC@gmail.com

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