



Friends of Wilson Preschool Giraffe

Questions and Answers

Many of you may have questions about the Giraffe – what it is, the process, soliciting for donations, how an auction works and more. This document aims to answer those questions. If you have additional questions or comments, please contact Amanda Fenton at (408) 504-9757, amandafenton86@gmail.com.

What is the Giraffe?

A few years back, when there was concern that Santa Clara Unified School District (SCUSD) budget cuts would affect our program, a group of concerned parents and teachers worked together to hold a fundraiser drawing in efforts to support our school. Although we now hold an auction, the fundraiser was named the *Giraffe* and that's what we have called it since. We have a cute giraffe logo and we're sticking with the term!

The Giraffe is Wilson Preschool's **only** fundraising event each spring. The money we raise is used for all our supplies, for example, paint, paper, small group supplies, indoor and outdoor toys and play houses, to name a few. It also allows us to send our amazing teachers to professional development. Putting the money we raise back into the Wilson Community, allows us to keep tuition rates low and our preschool accessible to many families.

What is an auction?

An auction is a public sale of goods and services, in which the sale of the item goes to the highest bidder. In a silent auction, bids are submitted in writing prior to a specified closing time.

Our auction (the Giraffe) will begin on **April 17, 2017**. Prizes will be available for viewing and bidding through **April 28, 2017** in room L3 (Carrie and Erin's office). The auction officially closes at Family Night.

What is Wilson Preschool Family Night?

Family Night is a fun way for the Wilson community to get together in the spring and celebrate our school. We gather in Multipurpose Room to see friends, play, eat dinner and enjoy a special circle time hosted by all the teachers. Food is available for purchase. **Family Night will be held on April 28, 2017 from 5:00 PM to 7:00 PM.** The Giraffe (Wilson's fundraising auction) officially closes at 6:30 PM on Family Night.

How can I bid on an item if I cannot attend Family Night?

The auction items will be available for viewing and bidding in L3 (the room adjacent to Carrie and



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Erin's office) in the 2 weeks leading up to Family Night. You may view and bid (and hopefully rebid) on items during those weeks when you come to Wilson Preschool, so you don't have to be present at family night to win. The auction will close officially at Family Night.

How can my friends and family participate in the Giraffe if they don't attend Wilson Preschool?

Prior to the start of the auction, we will have the prizes listed in L3 for you to view. If someone in your family (or a friend/co-worker, etc) would like to bid on an item, they can come to L3 to bid or have you do it for them. They do not need to be present at Family Night to win.

How can I contribute to the Giraffe / Family Night in order to stay in good standing for next year's registration?

In order to remain in good standing for next year's registration, each family must contribute in some way towards the preparation of Wilson Preschool's Family Night / Giraffe. There are many ways to contribute to the Giraffe and Family Night, and we encourage helping in as many ways as you can! Here are a few ideas:

- Donate/solicit goods (e.g. new factory-sealed items, gift cards, or restaurant, movie, or hotel vouchers)
- Donate/solicit services (e.g. a car tune-up, massage, design consultation)
- Donate handmade/homemade goods/services (e.g. knitting/baking/cooking)
- Donate to a class basket/prize
- Donate time to Giraffe committee prior to or on Family Night
- Donate cash/check (verify with your workplace to see if they will match your donation!)

What is the difference between donating and soliciting?

We're grateful for all contributions to our fundraiser. It isn't necessary, however, to spend a lot of money on donations. When you solicit donations, you ask a local business to donate something (a gift card or service or item). In this case, they are the donor and you the solicitor. This is a great way to contribute to the Giraffe without spending money.

Soliciting a business doesn't take much time and is quite simple to do. Most businesses are very familiar with such requests and are happy to make a donation. Since you'll be asking at the beginning of the calendar year, you are likely to get a positive response. Need some help? See **Tips on Soliciting Prizes from Local Businesses**.



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What kinds of businesses should I solicit?

All kinds! Start with everyday sorts of businesses – ones with which you may have a relationship. This may help you feel more comfortable. Everyday items are always useful and therefore popular – a gas card, a free oil change, swim lessons, karate classes, tennis lessons, gift cards or products from shops you frequent. Each shop/business you enter each day is a potential donor for our auction. Just think – if you use their business, someone else would too. Need some help? See **Tips on Soliciting Prizes from Local Businesses**.

Can I donate a something homemade?

Sure! Our handmade items are always very popular. Knit a sweater, scarf or hat, put together a scrapbooking kit, bake a cake to order, cook a home cooked meal for a family, offer your services in anything you do well (car detailing, organizing, babysitting, consultation, event planning, computer help, etc.).

Team up with a few classmates and create a larger donation item.

What are the Class Baskets?

Class baskets/prizes are larger items donated by the class as a whole. Each class has a class basket/prize coordinator, who collects and assembles the items for a basket or collects money for a larger purchase. Because a number of families contribute to these prizes, these gifts are usually large (or of larger value).

Examples: A balance bike, a play kitchen, child-sized furniture, a Lego basket, an arts and crafts basket, family game night basket.

To keep these prizes from getting too large or expensive, teachers may limit the number of participants.

Donating money or items to the class basket does fulfill your family's obligation toward the Giraffe / Family Night (to remain in good standing for next year's registration). However, we hope that you will contribute in other ways as well if you can. The Giraffe is Wilson Preschool's one yearly fundraising event and its purpose is to provide for the community, keep tuition rates low and make the preschool accessible to many families.

I received a donation, what now?

When you receive a donation, fill out the **Donation Submittal Form** (available in L3) and turn in the



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form with the item to Erin or Carrie in L3 or to your teacher.

Please fill out this form with **as much detail as possible**. The donated prizes remain locked away in L3, however the Donation Submittal Forms go home with our volunteers who work hard to submit all that information into our donations database. A detailed Donation Submittal Form makes it easier for our volunteers to note any exceptions, expiration dates, materials and washing instructions (for handmade items), etc. Also, small or expensive items (e.g. gift cards, passes to attractions, iPods) are not set out during the bidding period. Therefore, a full description with any exceptions/notations is critical to have on our bid sheets so bidders get an accurate view of the prize.

When do I need to hand everything in?

Donations and forms must be submitted by **March 24, 2017**. We cannot take any donations after this date as our volunteers have a limited amount of time to get everything prepared, printed, packaged and set out for the start of the bidding. Please note that if you request a donation from a business online, it may take some time for us to receive it. Thank you for respecting our deadline and for all your help soliciting.