



FAQ & Procurement Ideas

Why is the auction so important?

Proceeds from the auction support the operational budget – benefitting the school immediately. With only two fundraising activities each year, the annual giving campaign and the auction, these fundraising dollars ensure HRS tuition remains as affordable as possible for everyone.

What is the Fund-A-Need?

Fund-a-Need (FAN) proceeds support a specific ‘wish list’ of items directly and immediately benefitting students, faculty, and staff. In addition, 25% of proceeds are set-aside for the financial assistance endowment which provides access to the HRS program.

Is everything sold in the live auction?

Some items will be featured in the online auction while other items will be featured in the live auction.

What key dates should be on my calendar?

Early February – Invitations arrive
February 18, 2022 – Procurement deadline
March 14, 2022 – Online auction begins
March 19, 2022 – Sow & Grow Auction
March 20, 2022 – Online auction closes

How do I submit a donation?

Please complete the auction procurement form online or using the enclosed form. You (the donor) keep the pink copy, and the school receives the white and yellow copies. Please provide as much detail as possible. **All donations must include a procurement form and all items must be received before February 18, 2022.**

How can I help?

Donate! Auctions raise money by selling donated or ‘procured’ items. We hope all families will make a contribution to the auction of either a donated item or cash, valued at \$300. Our Amazon wish list makes it easy! It’s also easy to donate cash on our website: www.hamlinrobinson.org/auction or contact auction@hamlinrobinson.org to arrange item delivery.

Attend! Join us in-person on Saturday, March 19 at the Seattle Design Center.

What kind of items should I donate?

Top Priority Donations:

Number 1: CASH

Number 2: Items from our Amazon Wish List

Number 3: Gift cards (minimum value of \$100)

Experience packages

Local getaways, outdoor excursions, weekend getaways, group dinners, spa experiences

Performance and game tickets

Concert tickets; Husky, Mariners, Sounders, Kraken, or Seahawks tickets; stadium suite field passes; symphony, ballet or arts tickets

Wine or Liquor

Fine wine and liquor (minimum value of \$100), winemaker’s dinner

More questions?

 auction@hamlinrobinson.org

 www.hamlinrobinson.org/auction

 206.763.1167



Hamlin Robinson School

1701 20th Avenue S.
Seattle, WA 98144

Phone: 206.763.1168
Email: auction@hamlinrobinson.org

Office Use Only

Name _____

Procurement # _____

Category _____

Needs Certificate

Needs Visual

Catalog # _____

Procurement Deadline is Friday, Feb. 18, 2022 The suggested donation is \$300 per family. No single item should be valued at less than \$100.		Today's Date
Donor's Name		Donor's Phone
Donor's Address, City, State, Zip		Donor's Cell phone
Donor's Signature		Donor's Email
Solicitor's Name (If different than Donor)		Solicitor's Phone
Solicitor's Address, City, State, Zip		Solicitor's Cell phone or Fax
Student Name(s) REQUIRED	Solicitor's Email	
Donation Information (Please write or print legibly with a ballpoint pen.) Items are due for delivery by Feb 18.		
Name of donated item or service: Amazon Wish List Item: YES <input type="checkbox"/> NO <input type="checkbox"/> Cash donation YES <input type="checkbox"/> NO <input type="checkbox"/> Monetary donation (in lieu of donated item of service) is attached. Cash donation will be matched by:		
Description (Include a specific and clear description with quantity, size, color, restrictions, expiration, etc.)		
Fair Market Value \$	Expiration Date, if any	Special Instructions
Delivery Deadline is Feb 18, 2022. Check the appropriate box below for delivery: <input type="checkbox"/> Tangible item accompanies this form <input type="checkbox"/> Donor provided certificate accompanies this form <input type="checkbox"/> Tangible item will be delivered on _____ <input type="checkbox"/> Donor provided certificate will be delivered on _____ <input type="checkbox"/> _____ <input type="checkbox"/> Hamlin Robinson should create certificate		
Contact Person's Name (to facilitate or coordinate donated item)		Contact Phone or Email

Hamlin Robinson will make all decisions about the use and display of this donation.

501(c)3 Tax ID # 91-1344121

Please keep the bottom copy for your tax records.

THANK YOU FOR YOUR GENEROUS SUPPORT.