



Woods Learning Center  
500 South Walsh Dr.  
Casper, WY 82609  
(307) 253-3900

Dear WLC UI Pod Parents:

The NY/DC fundraiser has been set for Saturday, January 28, 2012. The event is a semi-formal event. This year it will be held at the Casper Elk's Club. The event is for adults only. The event includes tables of silent auction items procured by UI Pod parents and friends. The event will also include a live auction if we are able to receive donations or more valuable items such as vacations, unique artwork, group dinners, wine tastings etc. The fundraising committee would appreciate any larger value items for our live auction as those bring in the most money for the school. Do you know anyone who would be willing to donate a timeshare or second home for a long weekend or week? Do you know any master chefs who would be willing to prepare gourmet meals for a group of 8 to 10? Do you have any hunting or fishing contacts who would be willing to donate services? We hope to have several items we raffle during the evening and we will sell tickets for those raffle items.

The Elk's club will cater the event with heavy hors d'oeuvres and there will be a cash bar. Thanks to the Haupt family, Brian Scott has agreed to be our Master of Ceremonies and live auctioneer. We are working on getting some of our fabulous local musicians to provide short, acoustic sets for entertainment.

How does the event raise money? We raise money through the ticket sales, sponsorships of the event, table sponsors, raffle ticket proceeds and the proceeds from the auction items. We plan to sell tickets and have attendance of approximately 100 to 125 people. The ticket price will be \$\_\_\_\_\_ per person. We will have table sponsorship amounts soon. Businesses can donate money or services to be event sponsors. They receive promotional advertising and recognition. Other businesses, families, or organizations can sponsor a table at the set amount which also helps us make the event successful.

The success of the event depends on your work and support. Please consider sponsoring and filling a table. The tickets will be given to each family after school resumes in January. We hope that each family can sell at least four tickets.

We would also like UI pod parents to provide at least two quality items for the different auctions. These items should be items that will generate the most money possible for the UI pod. Please ask anyone on the fundraising committee if you have a question about whether an item will work for the

auction. For each item that you get for the auction, you need to fill out completely the attached procurement sheet. We need the information on the sheet to be able to comply with IRS regulations and to send the Thank You's to the donors with the appropriate tax deduction. The items and procurement sheets should be given to Marci Miles or Karen Bayert. We were fortunate enough to have Casper College Foundation let us use their 501(c)3 tax exempt status, so all donations will be tax deductible. If someone wishes to make a monetary donation, it needs to be made out to the Casper College Foundation.

Please don't feel like you need to go out and buy an item. The local community has been very supportive of the school and businesses will often donate items when asked. It works best to approach businesses you commonly frequent to ask for donations. The fundraising committee will provide you with ideas of good items to go after as well as different businesses to approach if you need help.

As, mentioned, this is the minimum that parents are asked to do. The event takes much more work and we will need many volunteers to make it successful. Please sign-up when volunteer sheets go around or ask any member of the committee how you can help. We will have a list of specific volunteer jobs as we get closer to the event.

In this packet are the following documents:

1. **Idea List:** This gives ideas of items to obtain for the event. No item is too small. The items will be allocated to one of three categories: silent auction, live auction, or raffle. Feel free to get items not listed; be creative. The fundraising committee has listed the businesses we are planning to ask in the next week. Please email Marci or Karen to let us know who you are planning to ask for sponsorships or donations so we don't duplicate efforts. We will try to update this list on a weekly basis. Feel free to bring items to Woods once you have received them.
2. **Procurement Sheet:** **As soon as** you have obtained a commitment for a donation (you do NOT need to have the actual item yet), complete the procurement sheet and turn it in to Marci or Karen. While the event may seem far off, it approaches quickly. As a courtesy to the fundraising committee, please get your auction items to us sooner rather than later. The IRS requires the donor state the actual cost of the item at the auction, so we need that information as well as all the donor information. We will provide donors thank you notes with tax donation information. Therefore it is critical that you fill out the procurement sheet completely. Please turn in procurement sheets no later than January 20, 2012
3. **Student Sponsorship Receipt:** You may know someone who wants to make a monetary donation for your child or the trip. You can use these

receipts to give to donors. Again, checks need to be made to the Casper College Foundation and should be turned into Marci Miles or Karen Bayert with the carbon of the receipt.

4. **Monetary or Item donation letter:** Some businesses want to see a letter when you request a donation. Enclosed are copies of a letter for an item and a letter for a donation.

If you have any questions, please ask. Please start getting your items as soon as possible as the holidays will approach quickly. If anyone is interested in volunteering to enter the procurement data into the database so we can generate thank you letters and bid sheets, please let Marci Miles or Karen Bayert know.