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A Parents' HOW-TO Guide for Requesting Donations

UPNS Family Fun Day 2011: "Around the World"

Saturday, April 9th 2011, 12-4 PM

Feeling nervous about asking for donations for the UPNS Family Fun Day Raffle and Silent Auction? Don't know how, or haven't ever done it before? FEAR NOT! We're here to help. Anyone can do it – just remember that it's for the best cause of all – OUR KIDS!

STEP 1: The key is to start asking NOW. We need donations for both the Raffle and the Silent Auction for our annual Family Fun Day on Saturday, April 9th, 2011. We would appreciate all donations by Tuesday, March 15th, 2011. Now is the time to seize the day!

STEP 2: Every single family has a resource that they can tap for a donation. You can go to your local stores, or ones that you frequent. You can go to any service business that you use. Would your barber or manicurist be willing to donate? How about your dry cleaner? Maybe the coffee shop where you spend a couple of hours every week? And if you or anyone in your family has a special talent or skill, consider donating that. Can you bake a phenomenal birthday cake? Make a customized piñata? Reorganize someone's messy closet? Don't underestimate yourself!

STEP 3: Ask in person or by calling local businesses, restaurants, out-of-town hotels or your employer about donating items. Any gift certificates should be dated for 2011 with an expiration of no less than 6 months, ideally one year.

STEP 4: Give them the attached letter which talks about Family Fun Day and how we spend the funds we raise and includes the UPNS Tax ID #. More donation forms are available in the school office. Forms are also available in the Family Fun Days Files section on the UPNS Yahoo group and on the UPNS web site.

STEP 5: Please remember to tear off the bottom of the donation form as the donor's receipt. Turn in your donations to UPNS office.

STEP 6: Please feel free to email the UPNS Co-Fundraisers with any concerns or questions or if you would like any help with requesting donations. Email: upnsfundraisers@gmail.com

Here are some ideas of places to approach:

- Food and Drink:** restaurants, grocery stores, wine shops, coffee houses, ice cream parlors, frozen yogurt shops, bagel shops, bakeries and caterers
- Entertainment:** theater, sporting events, movies, magazine subscriptions, DVDs, dance performances, concerts, museums, country clubs, zoos, aquariums, studio tours and set visits, skating, bowling, golf
- Retail:** clothing, jewelry, beauty, books, music, cars, antiques, furniture, house wares, appliances, toys & other children's stores, sporting goods, hardware, dry cleaning, art supplies, florists
- Services:** spas, beauty and hair salons, masseurs, gyms, yoga, fitness classes, handyman, plumbing, carpet cleaning, interior design, landscaping and gardening, child-care, veterinarians, dermatologists, optometrists, accounting & financial planning, music lessons
- Travel:** tickets, airline miles, hotels, resorts, cruises, vacation home stays
- Children:** toys, art classes, swimming lessons, gymnastics classes, clothing, books, furniture, parties, baby essentials, camps
- Special Talents:** sewing, cooking, baking, jewelry design, knitting, paintings, ceramics & pottery, party planning, photography