



JENNIFER  
ROSEN MEADE  
PRESCHOOL  
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# Procurement 101

## What is procurement?

Procurement is soliciting donated items for Temple's auction in support of the Jennifer Rosen Meade Preschool.

We rely on our community to help us source high quality items to make our auction a success.

*Please note that we can only accept new items for the auction.*

## When should you procure items?

**START TODAY!** Anytime is a good time to start asking your favorite businesses, friends, family members, and other community members for a donation to the auction. Many businesses have limits on what and when they can donate, so let's get started!

## How do you procure?

There are a lot of ways you can make an impact!

1. Keep procurement forms in your car, purse, or diaper bag. Think about items that you would love to bid on at the auction. We all eat in restaurants, go to kid-friendly venues, maybe get massages or other spa treatments, and go on outings. While you are there ask to talk to a manager and explain that your child's preschool/or your place of worship holds an annual auction. Ask if they would be able to donate a gift card or other item to support our preschool. You are supporting their business; they are used to being asked and generally are happy to support our school. If they don't want to donate an item or service ask if they would like to **advertise** in our auction booklet or think about becoming a **corporate** sponsor. It's okay if they say no – try another business next time!
2. Make a phone call. If you are not comfortable asking in person, pick up the phone and call a store, restaurant or business. Ask to talk to a manager, explain the cause, and ask if they are able to support JRM Preschool by making a donation to the auction. You can email them the Procurement Form or stop in if they are interested in donating.
3. Use personal connections that you have. Most businesses have a budget for making donations. If you have family or friends who might be able to donate, don't be afraid to ask! Grandparents have great connections too!
  - a. Do you have friends with season's tickets to local sports teams, theater or other events?
  - b. Does someone you know own a winery or work in a restaurant? Would they be open to working with us on donating items or an experience?
  - c. Do you or someone you know own a condo, timeshare or vacation rental in a picturesque location?
  - d. Do you have airlines miles that can be turned into tickets?
  - e. Any other creative ideas? We are open to new exciting ideas for the auction!

## What to do with the items you procure:

Please make sure that a completed Procurement Form is included with the item. The donor has the option to mail something in, drop the item off, or have someone pick up the item. Please turn in items to the Preschool office. Please note that items must be turned in by **April 24, 2017!**

Questions? I'm here to help! Please contact me with questions or for help:  
Elizabeth Goertzel, JRM Preschool Auction Chair  
[jrmauction@tdhs-nw.org](mailto:jrmauction@tdhs-nw.org)

*Thank you for all that you do to support JRM Preschool and Temple!*