



## **PILGRIM IN PARADISE**

Dinner & Auction

Saturday, March 10, 2012  
6:00 p.m. - 11:00 p.m.

D.A.N.K. Haus  
4740 N. Western  
Chicago, IL 60625

For more information or to  
purchase tickets, call  
773-477-4824 or visit  
[www.pilgrimchurchandschool.org](http://www.pilgrimchurchandschool.org)

# Tips for Requesting Donations

Pilgrim Lutheran Church & School  
4300 N. Winchester  
Chicago, IL 60613  
773-477-4824  
[www.pilgrimchurchandschool.org](http://www.pilgrimchurchandschool.org)

*Knowing that some people are uncomfortable with or unsure of how to go about requesting donations from businesses, we want to help by providing you with a list of tips. This will help you understand the process and hopefully make it easier.*

1. Almost all businesses have an annual allotment of goods or services they set aside for charitable events such as auctions. They do this for their regular customers in hopes of generating new business or sales within the broader community. We encourage you to please ask businesses that you or your family currently patronize.
2. Ask yourself if you personally have a product or service you would be willing to donate. Past items directly from parents or church community members have included things such as family and child photography sessions, computer and accounting services, estate planning, vacation home rentals, sporting event and concert tickets, handmade items such as scarves and quilts, health and wellness assessments, interior design and architectural services. Be creative! Consider hosting a dinner party, poker night or teaching others to knit, for example. We all have talents to share with others.
3. Consider asking your children to get involved. Is your child a babysitter or mother's helper? Do you have children who do lawn mowing or yard work during the summer months? Is your child a math whiz eager to help others learn basic math facts? If your children are interested, they can create their own certificates to donate to the auction. Children benefit from knowing they can make a unique and valuable contribution to the success of their school.
4. Its never too early to begin asking businesses for donation items. Please keep a few donor forms and cover letters in your car and take them with you on errands. Some businesses require several weeks or even months to respond to a request, others may give you an item or certificate the same day! Some businesses are able to donate items at the end of the year, others at the beginning. For example, many businesses start the year off with a set limit of donations and can run out in just a few weeks. Don't delay! Plan ahead so you don't miss out on their window of opportunity.
5. Some businesses may be unfamiliar with Pilgrim Lutheran School and School. Let them know that your children attend or that you are a member of the church. Tell them about the benefits that our children receive from their education and how unique it is in our community. Spreading the word about our school is good also for attracting new families. Business owners can be valuable communicators with their other customers who may be searching for a school for their children.
6. Always thank a business for their generosity. Although we will mail thank you letters after the auction, be sure to stop in or send a personal note of appreciation. They will most likely be eager to donate something again next year!

# Frequently Asked Questions

Pilgrim Lutheran Church & School  
4300 N. Winchester  
Chicago, IL 60613  
773-477-4824  
www.pilgrimchurchandschool.org

**Q: Why should I go to the auction? I went a few years ago and spent more than an item was actually worth.**

A: The purpose of the auction is to raise much needed funds for our school. While there indeed may be a few “bargains” to be had, consider the auction as an opportunity to make an important financial contribution to Pilgrim. In return you’ll receive a product or service that you and your family can use and enjoy, even if it bids higher than retail value.

**Q: Money is tight. We can’t afford to buy two tickets and pay for a babysitter for an evening out. If we went we wouldn’t be able to bid on anything.**

A: Consider going with a group of singles so you only have to buy one ticket. Besides silent and live auction items, the raffle is an inexpensive way to make a modest contribution and come away with something you can use. In addition to an evening of bidding on items, it is also a great opportunity to get to know and have fun with your fellow parents and church members.

**Q: I donated something last year but didn’t see it with the silent or live auction items. What happened to it?**

A: It may have been bundled into a larger package of goods or services offered, or it may have been included in the raffle prizes. All donations may not be available as single items due to space limitations.

**Q: I can’t attend the auction this year. What can I do to help make this year’s auction a success?**

A: Please consider serving as a volunteer on one of the auction committees. Check the auction website for volunteer opportunities. Your time commitment can be as little or as much as your schedule allows. Another way to contribute would be to purchase auction tickets and donate them to a friend or relative who might enjoy a fun evening out.

**Q: When can I start bringing in donation items for the auction?**

A: Please bring in certificate-type donations as soon as you receive them. All other items can be delivered to the school office after February 1.

**Q: I have artwork I would like to donate. Should I have it framed?**

A: Please do! To insure that your art is not damaged in transit, and to increase the bidding value, mounting and framing is greatly appreciated. Lake View Art Supply on Lincoln Avenue and IKEA have a wide assortment of reasonably priced ready-made frames. Lake View Art Supply also provides ready-made and custom matting for a nominal cost.