



ST. CATHERINE OF SIENA

CATHOLIC SCHOOL

November 21, 2016

Dear Parents,

Thank you for supporting our Gala Auction! We look forward to a fabulous event.

As in the past, each class will create a Class Basket – the basket themes are super fun! The Class Basket volunteers will send a Sign Up Genius to the parents of each class to solicit donations. Due to new archdiocesan auditing guidelines, there are some significant changes to this year's method of collection. Please be informed of the following:

- **Parent volunteers can no longer collect gift cards, cash, or vendor donations.**
 - Gift cards may be dropped off into the school's slotted lockbox on the left hand administration door.
 - Some classes will request gift cards via Sign Up Genius: parents can sign up to donate funds towards the purchase of gift cards by authorizing a FACTS deduction for the price of the gift card.
 - The preferred method of vendor donations is for the donations to be mailed directly to the school. Donations that are given to parents instead of mailed should be dropped off into the school's slotted lockbox on the left hand administration door.
- If a class has larger items (firepit, Ipad, etc), there will be an option on the Sign Up Genius for parents to authorize FACTS deductions for a specified amount towards the purchase of these large items. Parents will receive a FACTS form to be signed and returned to authorize the FACTS deduction.
- **Parent volunteers can no longer collect and store donations in their homes. All donations must be dropped off directly at the school.** We will have two designated dates for donations to be dropped off at school: Wednesday, December 14 and Wednesday, January 11. The times will be from 7:30 a.m. to 8:30 a.m. and from 2:30 p.m. to 3:30 p.m.
- Families that donate funds toward the purchase of a gift card or large ticket items will receive a FACTS form to be signed and returned in order to authorize the FACTS deduction.

Thank you for your wonderful support! Please contact your Class Basket volunteers if you have questions or need assistance.

God bless,

A handwritten signature in cursive script that reads 'Sister Mary Jacinta, O.P.'.

Sister Mary Jacinta, O.P.
Principal