

# Gift Gathering Packet

## REGENT'S STARRY NIGHT ANNUAL DINNER AUCTION

This packet is designed to answer every question you may have about Gift Gathering for our annual dinner auction – Starry Night. Please take the time to read through all of the material. After reading through the packet, please do not hesitate to contact us if you have any questions. In order for the Gift Gathering to be successful, everyone needs to understand the process.

Enclosed you will find the following information to hopefully adequately “train” you for the Gift Gathering:

- Guidelines for Gifts
- Incentives for Participation
- FAQ on the Gift Gathering
- Donation Form (one form must be completed for each item donated)
- “Supporter” Letter for Merchants
- 501 (c)(3) Documentation

## GUIDELINES FOR GIFTS

As you collect your gifts, please remember the following guidelines:

- No used items (including jewelry or electronics)
- All gift cards must have an expiration date of at least six months **from the time of the auction**. So, if you bring a gift card, the expiration date must not be sooner than August 1, 2020. (Note: We would prefer a 12-month expiration.)

## INCENTIVES FOR PARTICIPATION

We need **every** family to participate in the Gift Gathering. So, to “encourage” you along the way, we have come up with some incentives to create some enthusiasm:

- All students Enrichment II to Class 12: **1 Free Spirit Dress Day**
- Each student whose family has participated will be entered for an opportunity to win a special prize. One secondary student (classes 7-12) and one grammar student (classes EII-6) will be selected as winners at two different chapels – October 11 and November 1.

If a family has 3 students, then **each** student will receive the incentive. Notification of incentives will be delivered after the Thanksgiving break and will be eligible to be redeemed until April 1, 2020. (Note: Free dress days cannot be used on chapel days.)

Please list all of your students on the bottom of the **Auction Donation Form** for them to receive their free spirit dress day, and entry for the special prize, use the back or side margins if needed. If you leave the form with a business you are asking to donate, fill that section out before you drop off the form in case it is returned directly to Regent.

## QUESTIONS OR MORE AUCTION INFO



[www.rpsok.org/about/auction.cfm](http://www.rpsok.org/about/auction.cfm)



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Regent Preparatory School of Oklahoma Starry Night



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