



SAINTS PETER AND PAUL SALESIAN SCHOOL

660 Filbert Street · San Francisco, California 94133 · (415) 421-5219 · fax (415) 421-1831

www.sspeterpaulsf.org

## 91st Annual Columbus Day Bazaar October 9th and 10th, 2010

August 2010

### **RE: 2 Bazaar Donations due October 1, 2010**

**Dear 2010-11 Sts. Peter and Paul School Participating Families\*:**

Hello! Hope you all had a restful summer. The start of school is upon us and immediately following will be the **Columbus Day Bazaar!**

As a friendly reminder, in addition to fulfilling service hours, families under **Participating Family Plan B** are obligated to (1) submit a \$20 bazaar fee, (2) sell a minimum of \$80 in raffle tickets (4 raffle books) and (3) provide 2 bazaar donations (*combined retail value to be no less than \$100*). PLEASE NOTE: If two donations are not received by October 1<sup>st</sup>, the "\$120 Bazaar Donation Opt Out Fee" will be assessed.

Your donations are vital to the Bazaar's success as they supply the many prizes for our auction and Bazaar games. Given today's economy, we understand people might have concerns about this obligation, however, your commitment is more crucial than ever before. The Bazaar is one of our school's most important fundraisers and helps fund many of the programs and resources that enrich our children's lives.

From personal experience, with just a little effort you can satisfy this obligation easily. Here are some important steps and tips/recommendations to help you succeed – –

- Please get a head start in collecting your two donations. Having these in our inventory early helps our event planning and advertising and ensures our event is going to be a success. All donations are due October 1, 2010 to the school office.
- Your donations can come from restaurants, retailers, salons, florists, amusement parks, bakeries, movie theaters, pet stores, department stores, classes or sporting events, etc. Each donation can be a service, gift certificate or gift card.

- You can also purchase a gift card through *SSPP's Gift Card/SCRIP Program* and DOUBLE your support for the school! See a list of the participating retailers at [www.glscrip.com](http://www.glscrip.com). For more information, please contact Stephanie Santander, Scrip Coordinator, at [ssppscrip@yahoo.com](mailto:ssppscrip@yahoo.com).
- Each donation *must* be submitted with a donation form (copy attached). Additional donation forms are also available in the hallway by the lower level south doors (near pre-k room) and also on the school's website (<http://www.sspeterpaulsf.org>).
- To ensure accurate tracking of your donation, please remember to fill in the "Solicitor" section of the two donation forms with your eldest child's name and grade.
- Thank you notes to our kind donors will go out after the Bazaar is over. Fill out all contact info so that we can get the letters to your donors.
- See the sample "vendor letter" (attached) as a guide when requesting donations.

Your efforts directly support and enhance our children's education at our school. Please don't put this off to the last minute. Let's all commit to make this Bazaar a huge success. Thank you!



Sharon Fong, Donations Chair  
[slwfong@hotmail.com](mailto:slwfong@hotmail.com), 650.303.5671

*\*Because the Participating Families ('10-'11) are not yet confirmed, you may get this note even if you are a Non-participating Family. Even if you will be a Nonparticipating Family, please consider finding donations from your favorite sources.*

*School families: This “vendor letter” gives you some wording that may help as you approach potential Bazaar donors. This information is also available on SSPP’s website. You are welcome customize it.*

Dear Community Member:

Since 1925, Saints Peter and Paul Salesian School has been a fixture in San Francisco’s North Beach neighborhood. The School provides a quality education while also serving as the center of the community. There, the children learn to be active participants in both their school and their neighborhood. Support for the Columbus Day Bazaar from local businesses and the community last year allowed the School to upgrade its technology program with “Smart Boards,” an amazing interactive technology that greatly enhances the learning process. Through the years fundraising profits from the Columbus Day Bazaar have contributed to a new Science Lab, a Fine Arts Studio, Stage/ Sound and Lighting projects and much, much, more. Your generous contribution also allows us to continue to offer tuition assistance for families who are in need. In order for our School to continue offering outstanding academic and co-curricular programs to our students we invite the community and local businesses to continue the tradition of supporting the Columbus Day Bazaar. Remember, the children of today are tomorrow’s leaders!

The Saint Peter and Paul School’s 91<sup>st</sup> Annual Columbus Day Bazaar will be held on October, 9th and 10th, 2010. The Bazaar not only raises funds for our School, but it also attracts crowds that help our local merchants. This event allows our students and families to become involved and share in the celebration of the North Beach neighborhood and its rich heritage. The School community works very hard to make the Columbus Day Bazaar a successful and exciting event. This year the Bazaar will include: food and game booths, a raffle, a silent auction, and prizes for people of all ages. A festive Italian dinner will be served on Sunday afternoon/evening following the Columbus Day Parade.

We invite you to donate funds, a service, or merchandise to support our event. Your donation will go a long way towards making our Columbus Day Bazaar successful. Please fill out the attached Donor Form and mail it to: Saints Peter and Paul Salesian School with the enclosed addressed envelope, or fax the form to (415) 421-1831. We look forward to acknowledging your donation at the 91<sup>st</sup> Annual Columbus Day Bazaar.

Please help support our Columbus Day Bazaar so that we may keep the traditions and programs of Saints Peter and Paul Salesian School alive and well. If you have any questions or need further assistance feel free to contact Dr. Lisa Harris, the Principal of Saints Peter and Paul School, at (415) 421-5219. You may also get to know more about our school by going to our website at: [www.sspeterpaulsf.org](http://www.sspeterpaulsf.org).

The Donations Committee, Columbus Day Bazaar  
and The Families of Saints Peter and Paul School  
(Tax I.D.# 94-1236949)

P.S. We welcome you to visit the Bazaar! Fun, games and food for the whole family.  
Saturday, October 9 and Sunday, October 10 from 10am to 7pm each day.

**SAINTS PETER AND PAUL SCHOOL AND CHURCH**  
660 Filbert Street ♦ San Francisco, CA 94133 ♦ Phone: 415.421.0809 ♦ Fax: 415.421.0217  
www.sspeterpaulsf.org

**Columbus Day Bazaar Donation Form**

**Donor Information**

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Authorized Contact Person: \_\_\_\_\_

Contact Person's Signature: \_\_\_\_\_

Email (*for confirmation only*): \_\_\_\_\_

**Donation Description**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fair Market Value: \$ \_\_\_\_\_ Certificate Enclosed:  YES  NO

*Please feel free to send business cards, posters or brochures for display with your donation.  
Please return the completed form to the address/fax above or with the person who is soliciting  
your donation. All donations are tax-deductible as allowed by law [501(c)(3)].*

**Solicitor Information**

Person collecting donation: \_\_\_\_\_

Student Name (*if applicable*): \_\_\_\_\_ Grade: \_\_\_\_\_

Email (*for confirmation only*): \_\_\_\_\_ Phone: \_\_\_\_\_

***Thank you for your support!***