



In today's complicated world, what can you and I do to create hope for the future? We can lay the foundation for the next generation to lead their lives as caring and responsible adults. Educating our children has never been more important! A donation to our 2025 Auction helps us achieve this goal.

Cascade K-8 PTSA is a 501(c)3 non-profit organization that supports the education and enrichment of children at Cascade K-8 Community School; an award-winning public school in the Shoreline School District. Our community believes in educating the whole child, and providing experiences that have lasting impact and help students grow up to become responsible citizens. Our school takes great pride in its talented, committed, and diverse staff and its innovative curriculum that includes outdoor education, thematic learning, and a focus on Science, Technology, Engineering, Arts, and Math (STEAM).

For decades, Cascade K-8 PTSA has provided numerous enrichment activities for the students at Cascade K-8 Community School. Our outdoor camps are among our most cherished traditions. Every year our students spend several days at our school-wide fall camp in addition to the grade specific spring camps. Eighth graders attend Centrum in Port Townsend, 6th & 7th graders attend Nature Bridge in the Olympic Mountains, and K-5th graders spend their time learning and exploring at Wallace Falls in Gold Bar.

Our annual auction is the biggest PTSA fundraiser of the year and allows us to support the students, teachers, and community at our innovative school. Our upcoming auction will be held at 5:00pm on **Saturday, March 29<sup>th</sup>, 2024, at Shoreline Community College**. It's going to be a fun evening celebrating our community! We expect to have 200 people in attendance, and our goal is to raise at least \$60,000 to keep outdoor education, STEAM opportunities, and many other support and enrichment activities available through the next academic year.

We would like to request an item from your business for this year's auction. Attendees to our auction are not just parents from our school. Grandparents, neighbors, teachers and friends all attend and have a wide range of interests. Many are already your customers, and will be thrilled to see you supporting our school. Your donation will be acknowledged in our auction catalog and at our event.

We would be delighted to have you visit our website at [www.cascadek8ptsa.org](http://www.cascadek8ptsa.org) to learn more about our unique and innovative community. To learn more about this year's event, become a sponsor, or to donate an item, please visit [www.cascadek8ptsa.org/auction](http://www.cascadek8ptsa.org/auction).

Thank you very much for considering this request. Please feel free to contact me if you have questions.

Gratefully,

Sarah Forrest  
Cascade K-8 Procurement Chair  
[procurement@cascadek8ptsa.org](mailto:procurement@cascadek8ptsa.org)



# PROCUREMENT FORM

Please complete this form and return it with the item no later than March 15, 2025. Thank you for supporting our auction! If you have questions about how to complete this form email [procurement@cascadek8ptsa.org](mailto:procurement@cascadek8ptsa.org). Or call the main office at 206.393.4180

<b>1</b>	<b>SOLICITOR INFORMATION:</b> Please let us know who solicited this donation, and thank you for supporting our school!	
	SOLICITOR'S NAME:	SOLICITOR'S PHONE:

<b>2</b>	<b>DONOR INFORMATION:</b> Please print clearly, and complete this section in full.	
	DONOR / BUSINESS NAME	
	DONOR / BUSINESS ADDRESS AND CONTACT INFORMATION	
	DONOR PHONE:	DONOR E-MAIL:
	DONOR WEBSITE:	
DONOR / BUSINESS CONTACT PERSON		
DOES DONOR HAVE PICTURES OR DISPLAY MATERIALS THAT WOULD HELP PRESENT THE ITEM? <input type="checkbox"/> YES <input type="checkbox"/> NO		
IF <b>YES</b> , THE PROMOTIONAL MATERIALS ARE: <input type="checkbox"/> ATTACHED <input type="checkbox"/> WILL BE DELIVERED ON DATE:		
PROMOTIONAL MATERIALS WILL BE DELIVERED BY	NAME:	PHONE:
WOULD DONOR LIKE AN INVITATION TO THE AUCTION? <input type="checkbox"/> YES <input type="checkbox"/> NO Auction will be held March 29, 2025, at Shoreline Community College.		
DONOR SIGNATURE:	DATE:	

<b>3</b>	<b>ITEM INFORMATION</b> Remember to fill out one form per item. Even if you procure multiple items or certificates from one donor, each item or service donated requires a separate procurement form. Items may be delivered or mailed to the CK8 main office <b>starting September 1, 2024, and no later than March 15, 2025</b> . Please print clearly, and complete this section in full.	
	ITEM NAME	ESTIMATED VALUE \$
	IS THE ITEM <input type="checkbox"/> TANGIBLE or <input type="checkbox"/> A CERTIFICATE	IS THE ITEM ATTACHED TO THIS FORM? <input type="checkbox"/> YES <input type="checkbox"/> NO
	IF ITEM IS <b>NOT</b> ATTACHED WHAT DATE WILL IT BE DELIVERED? <span style="float: right;"><i>All items are due by March 15, 2025</i></span>	
	IF ITEM IS <b>NOT</b> ATTACHED WHO WILL DELIVER ITEM	NAME: PHONE:
	IF DONOR <b>DID NOT</b> PROVIDE A GIFT CERTIFICATE, DO YOU NEED THE PTSA TO CREATE ONE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	DOES THE DONATION INCLUDE ANY RESTRICTIONS OR LIMITATIONS? Such as: expiration date, rules of use special conditions, limitations, restrictions and expiration date if applicable. Unless noted all expiration dates will be March 28, 2026.	
	ITEM DESCRIPTION: Please describe item in full. Remember to include item specifics such as: size, color, brand, if applicable.	

AUCTION COMMITTEE ONLY
Storage location
Package with
Item Number
Catalog Number