

# MATAKANA SCHOOL FUNDRAISER



**Matakana School Hall**  
**Friday, 27<sup>th</sup> August 2010**  
**7pm til late**

*Proudly supported by:*



*North of Auckland, with offices in Warkworth, Omaha,  
Mangawhai, Whangarei, Orewa and Whangaparaoa*



MATAKANA SCHOOL  
952 MATAKANA ROAD  
RD 5  
WARKWORTH 0985  
NEW ZEALAND



Board of Trustees Chair  
Lisa Bindon

Principal  
Darrel Gossen

Telephone: 09 422-7309 Facsimile: 09 422-7667, Email: [office@matakana.school.nz](mailto:office@matakana.school.nz)  
Website: [www.matakana.school.nz](http://www.matakana.school.nz)

July 2010



**MATAKANA SCHOOL FUNDRAISER:  
AUCTION AND DANCE EVENING  
Matakana School Hall  
Friday 27<sup>th</sup> August 2010  
7pm-til late**

Thank you for your interest in supporting Matakana School's Auction & Dance Evening 2010. Fundraising is essential for any school, and at Matakana School these additional funds will enable the continued provision of quality resources and programmes.

The Auction and Dance Evening is an annual fundraising event for our school. Donated items, which range in value, are auctioned in both live and silent auctions, or are sold as mystery envelopes. In the past with the help of our generous community and beyond, we have raised in the vicinity of \$25,000, with last year's tally reaching \$33,000. This year we are pleased to once again have Bayleys North of Auckland supporting us and helping an excited group of parents with the organisation. We're also thrilled to have the support of Times FM in promoting this fantastic event.

Should you opt to make a donation for this event, it will be acknowledged as below:

- Your logo and/or name/business name will be featured on the Auction Page of the Matakana School web site. We may include a link to your website where appropriate.
- During the Auction Evening your logo/name/business name will be projected onto a screen in a Microsoft Power Point slide show.
- Formal recognition in Matakana School's newsletter.
- Formal recognition in the Rodney Times.
- We will send you two complementary tickets to the event and also provide a poster which you may like to display in your place of business for your own promotional purposes.

To facilitate the above, we would appreciate early advice of your intended donation. Please complete and return the attached form to confirm your donation, and enable us to correctly log and acknowledge it.

Finally we'd like to invite you to come along and enjoy the fun on the night. We've got some great local entertainment lined up and there'll be complementary finger food along with a cash bar.

Please don't hesitate to contact us if you require any further information on 422 7309 or email Helena at [h.ujdur@matakana.school.nz](mailto:h.ujdur@matakana.school.nz).

Yours sincerely

Graeme Smith & Helena Ujdur  
Event Organisers



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## DONATION FORM

YOUR DETAILS:			
<b>Name</b>			<b>Reference No.</b>
<b>Business Name</b>			<i>(For Office use only)</i>
<b>Postal Address</b>			
<b>Contact Numbers</b>	W:	Fax:	Mobile:
<b>Email</b>	<b>Website:</b>		
YOUR DONATION:			
Please specify in detail the item/service you are donating and where possible the Recommended Retail Price (RRP). (This information will be used to create our Auction documents).			
			RRP:\$
PROMOTIONAL MATERIAL:			
We would like the following promotional information about your business as soon as possible please. (Email, preferably in jpeg format, to Helena at <a href="mailto:h.ujdur@matakana.school.nz">h.ujdur@matakana.school.nz</a> with Email subject line: "Auction Night")			<b>Please initial and date below to confirm you have sent</b>
- Logo			
- Business card (where applicable) – <i>(attach to this form or email image)</i>			
- A promotional image suitable for a MS PowerPoint slide. <i>(optional)</i>			
- Please feel free to include any other promotional material as you see fit			
Voucher (if required) - Please indicate below by circling one (Refer Note 2 Overleaf):			
Voucher Not Applicable	Voucher is attached herewith	Please Email me the example voucher document for me to edit and return.	Please prepare a voucher document on my behalf
DONATION PICK UP:			
We require your item by 20/8/2010 (unless perishable). We can take items immediately and these will be securely stored. Please indicate your preference by circling below.			
The item accompanies this form	A pick up is required.	I will deliver to school by 20/8/10	
COMMENTS:			
Signature:	Name & Position:	Date:	

Please hand to the school representative or, scan and email, post, fax or deliver to the school office (for attn of Helena Ujdur)

# NOTES

1. Each donation will be allocated a reference number by the Organisers and you will be notified of this number. Please clearly mark your item with this reference number when delivering the item separately from the Donation Form.
2. Certain donations, such as services, will require a Voucher to be prepared and preferably to accompany the Donation Form. The Voucher should specify:

- a) A description of the item or service.
- b) Your name and contact details.
- c) How the item or service may be redeemed.
- d) Any expiry dates clearly stated.
- e) Your signature



The Auction administration office can email the above document to you for completion, or can assist with this matter if required. Contact Helena on [h.ujdur@matakana.school.nz](mailto:h.ujdur@matakana.school.nz).

3. Certain items may be valued as 'priceless' e.g. surfing or cooking lessons.
4. Please ensure your item is at Matakana School 7 working days prior to the event, clearly marked with the reference number. (Special arrangements may need to be made for perishable items e.g. shellfish – and vouchers may be a more practical alternative).
5. The Auctioneer reserves the right to determine whether your item will be a “live” or “silent” auction or a “mystery envelope” item.
6. In order for us to correctly acknowledge your donation, all details on the Donation Form must be completed/actioned in full. This includes emailing promotional material to Helena on [h.ujdur@matakana.school.nz](mailto:h.ujdur@matakana.school.nz).

**The Principal, Board of Trustees, Teachers & Support Staff, Parents & Caregivers  
and especially the Children of Matakana School,  
sincerely thank you for your generosity.**

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