

Greatest Gathering Guide



Saturday, March 3, 2018
6:00pm

Vadnais Heights Commons
655 East County Road F
Vadnais Heights, MN 55127



Hello Fellow Oak Hill Families...It's Fundraiser Time!

We invite you to join us as we prepare for Oak Hill's **Greatest Gathering** - our annual Spring Fundraiser which supports our Oak Hill students.

Oak Hill Montessori has a long-standing history of excellence in educating the whole child. This education is partially funded by our fundraising endeavors. To continue offering superb programs in the areas of art, music, Spanish, physical education, as well as tuition assistance, it is our goal to raise \$50,000 through our live and silent auction. To achieve this goal, we ask all families to support Oak Hill by attending and participating in the Greatest Gathering.

Please mark your calendar for March 3rd and join us for this amazing event. Look for weekly updates on how you can get involved, and please join us for a night that never disappoints.

We look forward to your participation!

Sincerely,

The Auction Planning Team



Oak Hill's Greatest Gathering 2018 Spring Fundraiser

How you can make this year's event a success:

1

Attend the Greatest Gathering on Saturday, March 3, 2018
Invite friends and family members too!

2

Volunteer. Your time and talents are needed to make the event a success. If you are interested in helping, please contact Rachelle at rachellef@oakhillmontessori.org.

3

Donate! There are many ways to help Oak Hill raise the funds needed to support our mission. See donation details on page 6.

4

Host or sponsor a Great Gathering event. See the Great Gatherings details on page 7 for more information.

5

Sell! Raffle tickets can be purchased by your friends, family and you!



General Event Information

When and where is the Greatest Gathering?

Saturday, March 3, 2018
Vadnais Heights Commons
655 East County Road F
Vadnais Heights, MN 55127
6:00 p.m.

How should I dress for this year's Auction?

Dress in your party clothes – however you define that! For some people, that means cocktail attire...others prefer more comfy clothing. You are likely to see a little bit of everything: cocktail dresses, coats and ties, dressy jeans and casual attire.

Do I have to buy tickets?

You already have! All families who [RSVP](#) receive two complimentary tickets to the event. The tickets for the Greatest Gathering are part of our Community Enrichment fee, so you don't want to miss out on this great night.

Additional tickets are available for grandparents or other special guests for \$50.00 per person. You will receive a personal invitation which includes additional details on ticket options.

What can I expect the night of the Greatest Gathering?

Food, fun, games, socializing with friends old and new, and more fun! The night begins at 6:00 p.m. with cocktails, hors d'oeuvres, buffet dinner and the Silent Auction. Look for Great Gatherings, lots of wonderful silent auction items, and amazing classroom projects that your children helped to create.

The sit-down portion of the event begins at 8:00 p.m. which includes the evening's program and live auction, which is a real treat! There are always wonderful and surprising items to bid on. The evening culminates in the kick-off of our Fund-a-Need to support a special school project to benefit our entire community. Details about this project will be shared very soon.

On Auction night, there will also be one lucky winner of our 50/50 raffle. See page 5 for details.



50/50 Raffle

This year the Planning Committee is offering a 50/50 Raffle. The winning ticket will be drawn at the Greatest Gathering (March 3), but you need not be present to win, so it's a fun way for extended family and friends to support our students.

How the 50/50 Raffle works:

- One lucky winner will receive 50% of the raffle gross proceeds.
- Oak Hill receives the other 50%
- The more tickets purchased...the BIGGER the cash prize!

Additional Information:

- Ticket price: \$20
- If each Oak Hill family were to purchase/sell a booklet (five tickets), we will reach our goal for the raffle.
- To purchase raffle tickets, please stop by the Advancement Office (former infant room) between 8:30am-4:30pm.
- For questions regarding the raffle or to arrange a different purchase day/time, please contact the raffle coordinator at auction@oakhillmontessori.org

Auction Donations

The donations that you contribute or solicit are critical to the success of the event. We encourage every Oak Hill family to participate in making our silent and live auctions a hit. Below are a few suggestions for donations, but get creative and have fun with it. If you would like it, other families will also!

Donation Ideas

Travel



- Donate a weekend away at a cozy Bed & Breakfast
- Do you own a cabin or a timeshare that could be offered to a family looking for a new vacation spot?
- Have any available airline miles that you could offer to create a travel package?

Food & Dining



- Gift cards or gift certificates to local restaurants are always a huge hit!
- Ask restaurants that you frequent for a donation
- Offer to prepare a special dessert or meal for a family

Sports, Entertainment & Leisure



- Rounds of golf, or camping gear
- Fan gear and autographed sports memorabilia can be a big hit
- Donate a spa day or package
- Donate tickets to a professional or college sporting event or game from a season ticket package
- Tickets for concerts, theaters, movie gift cards

Great Gathering



- Create an activity, event or themed party (a.k.a. Great Gathering) and sell the fixed-price spots at the Auction
- See the separate Great Gatherings Guide on pages 8-9 for details on how to donate

**For donations, please contact Rachelle at rachellef@oakhillmontessori.org. The school will use this information at the Auction to describe the item, price it, and thank the donor after the Auction.



Great Gathering Information

Building Community through Great Gatherings!

Whether you are new to Oak Hill or a veteran parent, you have undoubtedly heard rave reviews of these popular auction items: the Great Gatherings.

What is a Great Gathering?

A Great Gathering is an event, sponsored and hosted by an Oak Hill family, friend or staff that can be planned for anytime throughout the calendar year. Spots for the Great Gatherings can be purchased at the Greatest Gathering (auction night) --for a fixed price (no bidding necessary)!

What Makes them Great?

Great Gatherings raise money for the school, of course, but everyone's favorite thing about Great Gatherings is the way they introduce families, children, and parents to each other--either within or across age groups.

Some Great Gathering Examples from the Past:

- Two families together offered a Smoothies-by-the-Pool party in the summer. Other families signed up at the auction for a per-family spot.
- A couple offered an Evening of Wine-and-Cheese Tasting. Participants signed up at the auction on a per-person basis (adults only).
- Three Oak Hill moms offered a “Mamas in Pajamas” party with make-your-own pizzas and desserts. Other moms signed up at the auction on a per-person basis.
- A Junior High student and her mom offered an afternoon of Kids-Only Crafts after school. Parents signed up at the auction for their children to participate.
- Two Oak Hill dads held a “Launch, Fling, and Hurl” afternoon of catapults and other PVC-constructed weaponry for children in 3rd through 6th grade. Parents were welcome, but not required, to attend.

How Do I Host a Great Gathering?

1. Decide what you want to do--the options are practically endless. Your offering does not have to be elaborate or expensive. Think of something you enjoy--chances are others would like to join in!
2. Stuck for an idea? Or have an idea, but you'd like help hosting? Talk with other parents—or contact Rachelle Foster for help. rachellef@oakhillmontessori.org.
3. Once you have your idea, determine how many guests to include. Should guests sign up per person, per couple, or per family? If the event is for children, do you require a parent to sign up, as well? Can one parent bring more than one child? The sign-up can be handled in any of these ways, but it needs to be clear to auction-goers how to reserve a spot.



Great Gathering Information, continued...

4. Determine the price per spot. The per-person/family participation cost for Great Gatherings in the past has ranged from \$10- \$125, with every price in between. *****Total value of your donation is the expense you incur to host your Great Gathering.*****
5. Check the Oak Hill School Calendar to see if other Great Gatherings (particularly those aimed at the same audience) are already scheduled for your preferred day and time.
6. To submit your Great Gathering, fill out the submission form [online](#).



Business Solicitations Guide

If you have connections to local businesses and entertainment venues, we welcome your help in securing donations from businesses.

How do I facilitate a business donation?

1. Find out if the business has already been contacted by a donations team member. (You can reach out to Rachelle Foster for this information: rachellef@oakhillmontessori.org)
2. Contact the business of your choice.
3. Let the donations team know about your contact (business name, contact name, address, phone).
4. Follow-up with the business, or you may ask the donations team to do this.
5. For all donations, please contact Rachelle Foster at rachellef@oakhillmontessori.org. The school will use this information at the Auction to describe the item, price it, and thank the donor after the Auction.

How can a business support the Oak Hill Auction?

There are several ways a business can support the Auction:

- Donate an item or service
- Become a sponsor
- Give a cash donation

How do I know if a business has already been contracted for a donation?

Our donations team has been contacting businesses already. However, if you have a relationship with a business we've contacted, a personal reach-out from you can help Oak Hill secure the donation. If you would like information on a business, please contact Rachelle Foster: rachellef@oakhillmontessori.org.

How do I facilitate a sponsorship?

If you have a business interested in a sponsorship, please contact Rachelle Foster: rachellef@oakhillmontessori.org.

How do I facilitate a cash donation?

Cash donations are certainly welcome! You (or the person donating) may contact Rachelle Foster at rachellef@oakhillmontessori.org.

Matching Gifts: Combine the power of your individual cash donation with a boost from your employer! Please check your employer's matching gifts policy, as donations you make to Oak Hill could be potentially doubled through one of these programs.