



I am reaching out on behalf of Cascade K-8 Community School as we prepare for our annual school auction. This cherished event is more than just a fundraiser—it's a celebration of our vibrant, supportive community and a testament to what we can accomplish when we come together.

Each year, the funds raised from our auction are essential in helping us provide enriching experiences for our students. One of the highlights is sending our students to camp: a transformative opportunity for learning, growth, and connection with nature. These camp experiences foster independence, teamwork, and lifelong memories, and they would not be possible without the generous support of donors like you.

At Cascade K-8, we are committed to building a close-knit community that nurtures every child's potential. Our auction is a joyful gathering that brings together families, local businesses, and supporters to invest in the future of our kids. Your support can make a significant difference, ensuring our students have access to these meaningful experiences and continue to thrive both inside and outside the classroom.

We would be honored to partner with you for this year's auction. Whether through a donation, sponsorship, or in-kind support, your contribution will directly impact our students and strengthen our community bonds. Many of us are looking to strengthen our communities and focus on our local areas. That is precisely what we aim to do both at our school in general and through our annual auction. This year our event will be held on April 11th, 2026 at McMenamin's Anderson School in Bothell, WA with the theme "Across the Cascadian Galaxy."

Thank you for considering this opportunity to make a lasting difference. Please let us know if you have any questions or would like more information about the event. We look forward to the possibility of working together to support our students and community.

Gratefully,

Sarah Piccari and Cara Hutchison  
Auction Leads  
Cascade K-8 Community School  
[auction@cascadek8ptsa.org](mailto:auction@cascadek8ptsa.org) / [procurement@cascadek8ptsa.org](mailto:procurement@cascadek8ptsa.org)

AUCTION COMMITTEE ONLY

Package with	Storage location
Catalog Number	Item Number

# PROCUREMENT FORM

Please complete this form and return it with the item no later than **March 21st, 2026**. Thank you for supporting our auction! If you have questions about how to complete this form email [procurement@cascaadek8ptsa.org](mailto:procurement@cascaadek8ptsa.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:		DONOR E-MAIL:
		DONOR PHONE:
		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 April 11, 2026, at McMenamin's Anderson School		
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, 2025, and no later than March 21, 2026</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? <i>All items are due by March 21, 2026</i>		
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 April 10th, 2027.		
ITEM DESCRIPTION: Please describe the item in full. Remember to include item specifics such as: size, color, brand, if applicable.		