Dear Auction Project Leader(s),

This year’s PS 199 Spring Auction will be held Saturday, March 22, 2014 at *B.B. King Blues Club*, 237 West 42nd Street.

The following are guidelines to make the process of creating and executing a Class Auction Project a fun and lucrative experience. It’s important that you include the children in creating this project. We believe it is fun for them and they take pride in helping their school as well.

1. The attached Class Auction Project Form must be submitted by Friday, January 10 to the auction committee chairs. Please hand it to me or put it in the Auction Mailbox.
2. Parents will be reimbursed up to $150 for expenses. Any expenses incurred above that amount will not be reimbursed. One reimbursement form per class should be filled out with receipts attached and the class clearly written on it. Please turn in the form with attached receipts to the Auction Mailbox. Deadline for reimbursement is June 2, 2014. Please note that you do not have to spend the entire amount.
3. PS 199 will host an Online Auction that will commence 2-3 weeks before the March 22nd Auction. A photo of your class project either finished or “in progress” will be due on February 28th so parents can preview them online. More information to come.
4. K – 4th grade classes will make **single projects** and the 5th grade will make “multiple” projects. **Single Projects need to be limited in size and weight - 40” x 27” max.**
5. **5th grade classes will be making multiple projects** and every child will receive one. There can be a suggested donation for each child’s project that may not exceed $50. However, parents may voluntarily contribute above the suggested donation. Additionally, every child will receive one regardless of the donation amount. All checks must be made payable to: The PTA of PS 199. Payment may be given to the Class Project Leader or a donation may be made at the auction.

Thank you in advance for your participation. Please email me if you have any questions.

Class Auction Project Co-Chair

Tuyen Lehmann - tuyenmy@yahoo.com