

Auction Item Information

READ THIS WHOLE PACKET FIRST BEFORE STARTING!

Auction Information

Date: April 17, 2010

Time: 5 – 9:30pm (Doors open at 4:30pm)

Type: Silent auction and live auction, along with dinner and entertainment.

Reason: We are raising money for a national youth conference and mission trip.

Who do I ask for items?


Feel free to ask parents, aunts and uncles, grandparents and other relatives, teachers, neighbors, friends, co-workers, people at Mt. View, and businesses of people you know. Also, you can approach businesses around the community, even if you do not know anyone who works there. Each donation we receive will help as we think ahead to our trip!

What do I ask for?




- Purchasable New Items** (If the item is new, it can be a variety of things including tickets, electronics, collectables, equipment, supplies, household goods, etc.)*
- Services in the community** (Babysitting, services that cost money, use of equipment, video editing, tech support, teaching or training for something in particular, etc.)*
- Creative Items** (Gift baskets, gift certificates, pie every month for a year, package deals, fun things to do, trips, artwork, etc.)*
- Nice Used Items - You must call Brian first for approval on these types of items.** (Examples include: Electronics, nice furniture, artwork, jewelry, vehicles, etc).*

*NOTE: Each item must be worth at least \$5 or more. A bundle of multiple items together must also be worth more than \$5 collectively.

How do I ask for donations from businesses?

- First, be polite no matter what!
- Ask to speak with a manager or the owner right away. If that person is not available, ask when they will be available and either leave them a message to contact you or come back at a better time.
- If the manager or owner is there follow these instructions:
 - Clearly explain why you are there and the reason you are looking for donations.
(*“We are raising money for a national youth conference and mission trip for our youth ministry.”*)
 - Hand out the “**Auction Information for Businesses**” paper. Tan colored = 
 - Don’t be pushy! If they say “no thank you,” then tell them to “have a nice day” and move on.
 - If they have more questions or want some time to think about it have them call Brian. (This information on the sheet you gave them).

What if people say, “YES?”

1. **Hand them an “Auction Donation Form”:** If they decide to donate to our auction, have them fill out a form that very same day. Make sure they complete each line to the best of their ability. Salmon Colored = 
 - **What to do with delayed Auction Items:** If they cannot give you the item right away then explain that we must have the item or certificate **no later than April 3, 2010**. If the item is something fresh or it has to be sent closer to the actual auction date have them contact Brian.
2. **Collect their business card (if applicable):** Mention that we would like to advertise their business (at no extra cost) for the auction. Ask them for a nice business card to add to our catalog. (Make sure you keep the business card with the “Auction Donation Form”).
3. **Collect the item or certificate:** Collect the item and/or certificate and take it with you if possible. If they give you another date to pick up the item, arrange it, and **follow through** on the date arranged. (If you don’t show up when they ask, you may lose the item).
4. **Invite them to the Auction:** Tell them when the auction is and personally invite them to come to the auction and dinner (see details at the top of this paper). **
****IMPORTANT:** If they decide to contribute and the total value of their donation(s) are valued between \$15 - \$74, give them a Green \$5 Coupon = 
If the donation(s) are valued at \$75 or above give them a Yellow “Complimentary Ticket” = 
5. **Thank them for their contribution.**
6. **Record your auction item on your “Donation Tracking Form” in your packet.**
7. **Call Brian with any questions you have about donations.** 425-923-3196
8. **Lastly, bring the item, the “Auction Donation Form” and the business card to Brian as soon as possible.** Don’t let it sit around your house for a long period of time!

What do I do if Someone wants to Donate Cash Instead?

1. Have them fill out an “Auction Donation Form,” but they would write “cash” on the “Items donated” line. If they would rather not, then skip to the next step.
2. Collect their business card (if applicable)
3. Invite them to the auction (see above details concerning this).
4. Thank them for their contribution.
5. Bring the money to church as soon as possible.

Check Writing

All checks should be made out to “MVCC” or “Mt. View Community Church.” Place all checks and cash in the envelope provided for you and bring it to the church.