

Silent Auction Navigator

Tool kit

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Silent Auction Chair Notebook

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Region One Silent Auction Chair Person Job Description

NESAR, Inc. (New England Special Activities Resources) NESAR, Inc. is a not-for-profit organization that was established within the Region in 1990 to help facilitate the delivery of services to people with special needs. NESAR continues to fulfill this mission today. This organization compliments our NARHA Region structure, providing us with additional opportunities for communication and working together as a Region. The NESAR, Inc. Board is made up of a President, Vice President, Secretary and Treasurer (the officers) and the NARHA State Chairpersons (the directors). The NARHA Region I Rep has also held the position of NESAR President to provide continuity and consistency to the Region.

NARHA Mission NARHA changes and enriches lives by promoting excellence in equine assisted activities. Since 1969, the NARHA has provided Equine Assisted Activity and Therapy (EAAT) programs in the United States and Canada through its network of nearly 800 member centers. Each year, dozens of new centers initiate new programs and more than 42,000 individuals with special needs benefit from activities which include therapeutic riding, hippotherapy, equine facilitated psychotherapy and learning, driving, interactive vaulting and competition.

Job Description:

The Silent Auction Chair Person is responsible for working with NESAR Board Members, Region One Conference Committee Members and the community to identify and produce donations for the Silent Auction and coordinate the event on the designated dates of the auction.

Responsibilities Include:

- ★ Scheduling and/or attending meetings, sending memo's/reminders to members
- ★ Following up with committee members to procure of auction items
- ★ Completion of donation forms and maintaining records of donated items
- ★ Coordinating correspondence materials, acknowledgment letters, etc.
- ★ Working with other volunteers and committee members to prepare for success of the silent auction
- ★ Organizing auction on the day of the event
- ★ Collecting data and summarizing silent auction winners to announce at Annual Dinner
- ★ Break down and Clean up of Silent Auction
- ★ Rendering funds to treasurer

Skills Required:

- ★ Good communication and people skills a must
- ★ Ability to work independently and as part of a team
- ★ Good organizational skills
- ★ Ability to set agendas and Facilitate meetings
- ★ Ability to work with diverse group of people in diplomatic manner
- ★ Computer skills to create form and send documents email, networking, etc.

Commitment:

- ★ This project requires approximately a seven month commitment – beginning in August until the event in April and closing the Auction in May.
- ★ It will require about 5 to 10 hours a week, with more time needed as the event draws near.
- ★ Commuting every year, the venue changes through out the Region in different States this requires traveling to different states and lodging in hotels.

Tenure:

- ★ This position is held for as long as the person so desires, as long as the job requirements are being met, or until removed for failure to meet requirements of job duties.

Signature of Silent Auction Chair

Date

Signature of Region # 1 Representative

Date

Region One Silent Auction Volunteers

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Silent Auction Volunteers:

Volunteers are always needed and welcomed to support The Region One Silent Auction! There are many opportunities for involvement in the success of the Silent Auction.

Volunteer opportunities:

- ★ **Item Solicitation:**
 - As a solicitation volunteer you would ask companies and individuals to contribute items.
- ★ **Party Favor:**
 - Help plan or brainstorm games for the live auction at the conference banquet or solicit large ticket items for a live auction. Be the host of the live auction or games.
- ★ **Set Up & Display:**
 - A volunteer that supports Set Up, would be working with the vision of the Silent Auction Chair to set up tables, chairs, the displays and decorations in the room or area being used for the auction site.
 - This position may require being able to lift, stoop and bend.
- ★ **Item Security:**
 - The volunteer will maintain the room during open hours to secure and safeguard the auction items.
- ★ **Greeter:**
 - Is the volunteer that also helps maintain security of the auction items, but also can support questions people may have regarding the purpose of the Silent Auction, how to complete the forms, when people are notified of winnings etc.
 - This position requires knowledge of NESAR, NARHA and Silent Auction purpose.
- ★ **Banker:**
 - The banker is critical the night the auction closes. The banker assists with check out, filing and cashiering.
 - This person must be able to multitask, work under pressure and must be good with money.
- ★ **Runner:**
 - During the banquet we need trust worthy people to take (bid slips) or cash from people and submit the cash to the Silent Auction Chair Person immediately after the event and/or activity.
- ★ **Closer:**
 - The closers support the Silent Auction Chair during closing of the Silent Auction. They also ensure the last bids are highlighted appropriately.
- ★ **Clean up:**
 - Volunteers are always needed to support folks after the banquet to carry items out to their vehicles; it is nice to have representatives to support them with their items.
 - Volunteers to stay behind and support the Silent Auction Chair to pack up and break down displays, table clothes, etc.
 - This position requires being able to lift, stoop and bend.
- ★ **Office Assistant:**
 - The office assistant support the Silent Auction Chair with filing, bookkeeping, data entry, mailings, copying and faxing.
 - This is most critical during Set Up & closing of the Silent Auction.
 - Must have experience with basic computer skills, excel and knowledge of office equipment

Skills Required:

- ★ Good communication and people skills a must
- ★ Ability to work as part of a team
- ★ Ability to follow direction
- ★ Ability to have fun a MUST!

Signature of Volunteer

Date

Signature of Silent Auction Chair

Date

Signature of Region One Representative

Date

***No one who achieves success does so without acknowledging the help of others.
The wise and confident acknowledge this help with gratitude. ~Author Unknown***

Silent Auction Rules and Regulations

Rules and Regulations are still in progress and being worked on currently by the Silent Auction Chair This is just a Sample of Rules and Regulations!

Bidding:

- ★ Each silent auction item has a Bid Sheet placed in front of it.
- ★ The minimum starting bid is listed on the top line of the Bid Sheet
- ★ To Place a bid:
 - ★ Legibly print your name
 - ★ Legibly print your bid amount
 - Indicate your bid in the space provided in the bidding row.
 - All new bids MUST be higher than the previous bid
 - All bids must be an even **dollar** amount.
 - Any omitted information will make your bid invalid
- ★ Bidders are responsible for paying for ALL auction items which you win. There are NO Exceptions!

Closing Bids:

- ★ Participants will be notified in increments of the Silent Auction Closing.
- ★ Any bids placed after this time will be invalid.
- ★ The highest bid at the close of the auction will represent the winning bid.
 - In the event of a dispute:
 - The Silent Auction Chair shall have final authority and will determine the winning bidders.

Claiming you winnings:

- ★ At the close of the Silent Auction a Bid Summary Sheet is dispersed.
 - Depending on the venue:
 - You can collect your items then pay
 - Pay and be handed your items
- ★ Winning bidders are responsible for packing and transporting their items home.
- ★ Unless otherwise stated, all auction items and services must be used within the expiration date identified.

Paying for you winnings:

- ★ Payments must be made immediately as you claim you item.
 - Check:
 - Made payable to: NESAR
 - Cash:
 - There is a cash box provided to the Silent Auction Chair.
 - Participants are free to pay with cash and receive adequate change in return.
 - Credit Cards:
 - Are only used when the Host Facility has the ability to process Credit Cards.
 - If the Host Facility has this ability it must be predetermined with the Silent Auction Chair and Region Representative and it must be agreed that the Host Facility will reimburse the Silent Auction for all transactions made.
- ★ Any bidder not making arrangements for payment in full upon closing of the auction will forfeit the right to purchase the item(s) at the discretion of the Silent Auction Chair and Region Representative.
 - ★ The Next Bidder in-line for the item will be offered the opportunity to purchase the item.
 - ★ If the item goes un-purchased it will be used at the following years Silent Auction.

Restrictions:

- ★ All sales are final!
- ★ All items are sold "AS IS" there is no guarantee or warranty
- ★ Items may have restrictions, read descriptions carefully.
- ★ Unless specified, most auction items should be used within one year of the date of the auction.
- ★ Tickets, Events, Trips, Hotels or Services:
 - Be aware these may be subject to conditions set by the donor.
 - There may be pre-set dates or times to adhere to.
 - We are not responsible for any omitted information not indicated by the donor.
 - The Silent Auction Chair will attempt to provide a description of services and contact information at the Auction. However it is your responsibility to be sure to contact the donor to make arrangements.
- ★ Gift Certificates:
 - Will not be replaced if stolen or lost

State Baskets:

- ★ Donating to the State Basket is a great way to get involved.
- ★ Participants are encouraged to bring items to donate to state baskets.
 - The contents of State Baskets may be looked at.
 - DO NOT remove contents from State Baskets.
 - There is a State Basket Form with a complete list of the items donated. You may seek the assistance if Auction Staff for further assistance.

Tax Deduction:

- ★ NESAR and NARHA are tax-exempt 501(c)-(3) organizations.
- ★ NARHA is a tax-exempt 501©-(3) organization and did not provide any goods or services in consideration in whole or in part, for this contribution.
- ★ Donations made through the auction are tax deductible. Consult with your tax advisor for specific information.

Our Donors:

- ★ The Region #1 Conference Committee, NESAR Board and Silent Auction Chair are very grateful to the many donors or services and array of contributions made each year to our benefit auction.

NARHA Region #1 Donation Form

Donors Information: *for gratitude and recording purposes only*

Donor Name:		
Address:		City:
State:	Zip Code:	Phone:
Email Address: (Optional)		

Item Information:

<u>Item Description:</u>		
Estimate Value:	Minimum Bid: Minimum Bid Required? <input type="checkbox"/> Yes or <input type="checkbox"/> No	<u>Do you require a receipt for item(s):</u> <input type="checkbox"/> Yes or <input type="checkbox"/> No
<u>Item Description:</u>		
Estimate Value:	Minimum Bid: Minimum Bid Required? <input type="checkbox"/> Yes or <input type="checkbox"/> No	<u>Do you require a receipt for item(s):</u> <input type="checkbox"/> Yes or <input type="checkbox"/> No
<u>Item Description:</u>		
Estimate Value:	Minimum Bid: Minimum Bid Required? <input type="checkbox"/> Yes or <input type="checkbox"/> No	<u>Do you require a receipt for item(s):</u> <input type="checkbox"/> Yes or <input type="checkbox"/> No
<u>Item Description:</u>		
Estimate Value:	Minimum Bid: Minimum Bid Required? <input type="checkbox"/> Yes or <input type="checkbox"/> No	<u>Do you require a receipt for item(s):</u> <input type="checkbox"/> Yes or <input type="checkbox"/> No
<u>Item Description:</u>		
Estimate Value:	Minimum Bid: Minimum Bid Required? <input type="checkbox"/> Yes or <input type="checkbox"/> No	<u>Do you require a receipt for item(s):</u> <input type="checkbox"/> Yes or <input type="checkbox"/> No
<u>Item Description:</u>		
Estimate Value:	Minimum Bid: Minimum Bid Required? <input type="checkbox"/> Yes or <input type="checkbox"/> No	<u>Do you require a receipt for item(s):</u> <input type="checkbox"/> Yes or <input type="checkbox"/> No
<u>Item Description:</u>		
Estimate Value:	Minimum Bid: Minimum Bid Required? <input type="checkbox"/> Yes or <input type="checkbox"/> No	<u>Do you require a receipt for item(s):</u> <input type="checkbox"/> Yes or <input type="checkbox"/> No

This Section is for Office Use Only:

Notes of Interest:	<input type="checkbox"/> Silent Auction <input type="checkbox"/> Gift for Door Prize: <input type="checkbox"/> Live Auction: <input type="checkbox"/> Heads or Tail Auction: <input type="checkbox"/> Other:
	Acknowledgement Sent Date:

Silent Auction Notebook

Table of Contents

1. Donation Forms
2. Bid Summary Form
3. A-Z Closing Silent Auction Receipt Forms
4. Other
5. Suggestions and Comments

SAMPLE

Silent Auction Checklist

<p style="text-align: center;">Supplies Checklist</p> <input type="checkbox"/> Tables <input type="checkbox"/> Provided hotel <input type="checkbox"/> Center <input type="checkbox"/> Other: _____ <input type="checkbox"/> Table Clothes <input type="checkbox"/> Provided hotel <input type="checkbox"/> Center <input type="checkbox"/> Other: _____ <input type="checkbox"/> Pens <input type="checkbox"/> Stickers <input type="checkbox"/> Markers <input type="checkbox"/> Candy <input type="checkbox"/> Calculator <input type="checkbox"/> Scissors <input type="checkbox"/> Tape <input type="checkbox"/> Duct Tape <input type="checkbox"/> Sticky Notes <input type="checkbox"/> Ribbon/Clips <input type="checkbox"/> Colored Paper <input type="checkbox"/> Paper <input type="checkbox"/> Safe deposit box <input type="checkbox"/> Money envelope <input type="checkbox"/> Paper Cutter	<p style="text-align: center;">Silent Auction Paperwork How-to</p> <input type="checkbox"/> Have contributor complete top half of the <u>Silent Auction Donation Form</u> (Remember: Big Thank You's!) <input type="checkbox"/> You complete second half of the <u>Silent Auction Donation Form</u> <input type="checkbox"/> Then fill in the top half of the <u>Silent Auction Bid Sheet</u> <input type="checkbox"/> Enter information on <u>Bid Summary Sheet</u> or Computer Program (right protected only for permitted users) <input type="checkbox"/> Number and Sticker the item <ol style="list-style-type: none"> a. Ensure proper # matches b. Ensure # is in order <input type="checkbox"/> Place <u>Completed Silent Auction Bid Sheet</u> on table with donated item.
<p style="text-align: center;">Set-Up</p> <input type="checkbox"/> Collect items <input type="checkbox"/> Set up tables and displays <ol style="list-style-type: none"> a. Table clothes b. Picture frame holders c. Candy/fruit dishes d. Pens <input type="checkbox"/> Lay out empty bid sheets <input type="checkbox"/> Start lying out items for display purposes	<p style="text-align: center;">Closing Auction Bids (for SA Chair & designated volunteer only)</p> <input type="checkbox"/> Call for closing bids <input type="checkbox"/> Announce the end to bids <input type="checkbox"/> Draw a line through all open bid space <input type="checkbox"/> Highlight the last bid name and amount <input type="checkbox"/> Enter the information onto the <u>Bid Summary Sheet</u> <input type="checkbox"/> Enter the information onto the <u>SA Receipt Form</u> <input type="checkbox"/> Make copies of the <u>Bid Summary Sheets</u> to be dispersed at Banquet <input type="checkbox"/> Open Auction for folks to pay for items <input type="checkbox"/> Support folks with their purchases
<p>Clean Up</p> <input type="checkbox"/> Once items are all accounted for place paper work in designated file for SA Chair <input type="checkbox"/> Clean up Silent Auction Area <input type="checkbox"/> Any left over items will be used for the next Silent Auction or raffled at the dinner <input type="checkbox"/> All funds are rendered to the Region #1 Rep or NESAR Treasurer <input type="checkbox"/> Check the Supplies & Inventory List to ensure all items are returned and packed accordingly	
<p>Congratulations you did it!</p>	
<p>Administrative Duties</p> <input type="checkbox"/> File and date: <input type="checkbox"/> Complete Recognition Cards or Letters to donors Add Silent Auction Acknowledgment of Auction Donation Receipt in Card and Mail <input type="checkbox"/> Complete Thank you Cards for Volunteers too! ☺ and mail	

SAMPLE