

# 2020 VIRTUAL AUCTION DONOR GUIDE

Auction Chairman Sam Goodrich (972-310-7622, [samgoodrich1947@gmail.com](mailto:samgoodrich1947@gmail.com))

**If you plan to donate items for this year's auction, please read the remainder of this information sheet before you begin.**

Due to coronavirus concerns the format for this year's charity auction has been substantially changed. All changes to the format were made to minimize person-to-person interaction between you, our donors, as well as our auction volunteers and bidders. Please read the "2020 Virtual Auction Format" PDF that accompanies this information for an outline of how the auction will be conducted.

## **2020 Auction Donation Window July 1 thru September 1:**

The 2020 auction donation window begins and ends much sooner than it has in the past. Make sure that you donate items prior to the deadline. **No items will be accepted after September 1.**

## **2020 Donor Responsibilities and Social-Distancing Precautions:**

Donors must **hold** all the items they donate until the conclusion of the auction. **SOT volunteers will not collect and store the items you donate this year.**

At the conclusion of the auction, SOT volunteers will contact each **donor** and give them the contact phone number for the bidder who won their item.

It will be the **donor's responsibility** to contact the winning bidder to arrange for a **mutually acceptable** transfer of the item.

If a **donor will not be available to contact the winning bidder** and/or work out a **mutually acceptable** transfer within seven days after the auction (November 12-18<sup>th</sup>) please let Sam Goodrich know as far in advance as possible. He will help you arrange for a transfer of your donated item(s).

Again, all these protocols are to minimize person-to-person interactions and safeguard against the coronavirus.

## **How to Donate:**

In order to donate, you, or someone you designate, **must send an email for each item your donate** to auction chairman Sam Goodrich ([samgoodrich1947@gmail.com](mailto:samgoodrich1947@gmail.com)) with the following information about the item or service you plan to donate. **To help with data entry I ask that your email list your item information in the order shown below:**

1. Put "**Virtual Auction**" in the "**Subject**" line of your email. This ensures that it will be properly forwarded to our data entry volunteers who put your information into the auction database.
2. Your **First** and **Last** name.
3. Your **best** contact **phone number**.
4. Your **mailing address** including **city, state, zip**.
5. A **complete description** of the item (color, brand, size, etc.)
6. The **current value** of the item. (Value is the retail price you paid for the item. If you do not know the value, an internet search of comparable items is one way to determine an item's value).
7. Attach a **good photo** of the item to your email (if you are technologically challenged, contact Bill Moore (713-502-6657, [texasmoores@yahoo.com](mailto:texasmoores@yahoo.com)) and he will get a photo of your item.

All this information will be inserted into the Virtual Auction Database for use during the auction.

**Remember that the donation window for all items closes on September 1.**

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## **Donated Item guidelines for 2020**

The 2020 auction will be **limited to the first 125 high-quality items** donated (see item guidelines below):

**Because of the economic impact of the pandemic on our local business community we do not want any solicitation of businesses for items or services.**

- All items must be **new** (still in the box or just out of the box) or **like new** (less than 6 months old, in excellent condition). **Exceptions to this policy at the discretion of the Auction Chairman.**
- **No** garage sale quality items will be accepted.
- **No** furniture will be accepted.
- **No** Wall Art will be accepted
- **No** sales table items will be accepted
- **No** clothing or shoes

Contact Sam Goodrich if you have any questions about these guidelines.

## **Items that have auctioned well in previous years:**

- If you can eat it (restaurant gift cards), drink it (wine or liquor baskets), spend it (Visa or Amazon gift cards) or hire it done (salon's, barbers, lawn care, A/C services, etc.) it will sell.
- Sassy Stamper cards
- Jewelry

## **Four ways for donors or SOT members to support the auction:**

- **Purchase** an item (s), gift card (s) or service (s) to put in the auction
- **Neighbors:** Ask them to either individually donate items or collectively donate items (example: gift baskets)
- **Be an Auction Sponsor: Silver \$250; Gold \$500; Platinum \$1,000**
- **Make a cash donation**

I ask all donors and supporters to utilize as many of these ways as their generosity allows.

Feel free to send this information on to supporters and donors who are not SOT members.