



SUPPORT OUR TROOPS, Inc.

Silent Auction Volunteer Notes

For Quick Answers Call:

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Wine Pull Guide

Enjoy this event because everyone's a winner! Fun, instant win!

How It Works

- Donated bottles of wine are **wrapped** to hide their labels.
- Bottles will be **marked as Red** (2 red ribbons), **White** (2 white ribbons) or **Sweet Wines** (1 red & 1 white ribbon together) since wine drinkers often have strong preferences.
- Patrons will **pay \$20** to pull any bottle to keep! (See money info below.*)
- **Volunteer records transaction in the ledger. See sample below.**
- **Scissors are needed** to help guests open their wine.

Payments and Procedures

- Wine Pull **can take Cash | Checks | PayPal | Venmo** but **Credit Card is handled only by Command Table.**
- **If the Patron wants to pay by Credit Card**, send them to the Command Table. CT will process their payment, record it in their ledger and give the patron a ticket.
- **If the Patron wants to pay by Cash but requires change** and you don't have any, pop over and get the change for them from the Command Table. If, for some reason, they go to the CT themselves, CT can handle the payment. **Whoever takes the money marks it in their ledger!**

Wine Pull Ledger

Amount	Method of Payment ¹	SOT Volunteer Initials	Shift
\$20 <input type="checkbox"/>	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> PayPal <input type="checkbox"/> Venmo	MTO	8:45
\$20	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> PayPal <input type="checkbox"/> Venmo		
\$20	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> PayPal <input type="checkbox"/> Venmo		

Ledger

It's important to **keep accurate records** so be sure to record as indicated above! Besides keeping track of SOT's money, we're evaluating a number of factors such as:

- Numbers will tell us the Rating Value Added (if any) on
 - New Additions
 - Increased visibility of prior offerings
- **Observations Section of Ledger**
 - Please use it for observations like:
 - unforeseen problems
 - suggested solutions
 - clever ideas for next year!



IMPORTANT INFORMATION



Please turn in all money with your completed ledger to the Command Table at the end of your shift.

Make checks out to:



Scan Signs for Venmo and PayPal will be in a letter-size frame at every booth/station that takes money. If they have PayPal or Venmo, they'll know how to use it.

Just FYI: Open Camera → point at QR code → tap on the link that pops up and they follow the instructions on their app.

More FYI: Examples below of what our SOT Profile looks like on each of these apps.

At Command Table
CASH | CHECKS | CARDS | PAYPAL | VENMO

SUPPORT OUR TROOPS, INC
Scan & Pay



venmo

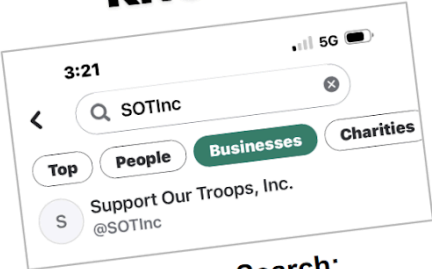


100% of proceeds goes to support our troops & veterans.
Support Our Troops, Inc. is a 501(c)(3) charitable organization.
2023 Goal: \$25,000+

What they should see...

... in case they have questions.


GOOD TO KNOW!



**Venmo Search:
We're under Businesses**

They shouldn't need to search if they scan but just in case this comes up, you'll know!

