

Fundraising – Silent Auction

General Information

Description: Organize and coordinate fundraising. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Comments:

Reports to:	Committee Chair
Term:	Preference 2-3 years

Qualifications

Experience:	Previous experience with any type of fundraising and/or group activity helpful. Must be detail oriented.
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Training

Training:	Work with former coordinator as needed.
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Responsibilities

- Ensures all fund raising activity meets BSA guidelines.
- Obtains Troop Committee approval for all fundraising projects.
- Report to the Troop Committee as needed.
- Maintain a liaison with the Scoutmaster and Committee Chair to avoid scheduling conflicts with troop activities.
- Organizes scouts and parents to assist in fundraising activities.
- Submits Money Earning Application, approve by committee chair, to council office for fundraising project, if needed
- Tracks hours worked and funds earned.
- In the past this scheduled for same day as garage sale and car wash.

Detail

- Requires an open space inside or outside, lock down date
- BSA Money Earning Application will need to be submitted to council office, once approved by Comm. Chair
- Equipment/Supplies List
 - Clear acrylic picture frames (this is for the description of item that is for bid)
 - Bid sheets – these will tell you of minimum bid, description, increments, and place for bidder's name, contact information and bid amount.
 - PA system to announce items for bid throughout the day as well as closing bids that last 15 minutes.
 - Tables for setup of bids
 - Money box
 - Cash – about \$200 with mix of smaller bills which depends on dollar amount of items for bid
 - Checks – Must have driver's license and phone number written on check for acceptance.
 - Signs - for day of event with yellow balloons
 - Place note in newsletter and possibly church newsletter
 - Silent Auction 'Rules' posted in multiple places
 - Tracking spreadsheet, requests made, donations accepted, returned mail, etc.

Detail (Cont.)

- Six months ahead of time, create committee of six folks
- Define roles of folks
 - Letters requesting donations
 - Letter approved by Comm. Chair (example below)
 - Responses to the above will be mailed to Mount Pisgah. Be sure to let COR know that we may be expecting mail.
 - In-person picking up donations
 - Wear uniform
 - Reach out to troop adults to see what they can donate, connections through work, community, etc.
 - Present at PLC with them choosing theme for gift baskets (each patrol will do their own)
 - Movie night
 - Day at the pool
 - Chef's treat
 - Sport's theme
 - Camping necessities
 - Presentation of donations, starting bid, increment increases (example below)
 - Day of Event
 - Two folks working area
 - Bid announcer, what we have, going price, and time left (use senior scout)
 - Wrap up
 - Distribute Bids, receive funds
 - Funds can be split to partial high adventure, partial scholarship
 - Those donations that are secured by scout family will go to scout's HA Account.
 - Those donations that are solicited will go directly to troop for scholarship
 - Patrol gift basket donations are allocated to the HA Accounts of the scouts that participated.
 - Submit to Treasurer with report to committee
 - For those items that were not bid on, they can be placed on eBay, etc.
 - Thank you notes

EXAMPLE – Request for Donation which is printed on troop letterhead.

BSA Troop 629 is a not-for-profit organization tax id 58-2042200

DATE

NAME
COMPANY
ADDRESS
CITY, ST, ZIP

RE: Donation for Silent Auction [DATE OF EVENT]

Dear Sir/Madame:

I would like to invite you to participate in a very special event. Boy Scout Troop 629 will be holding our annual Silent Auction in mid-April to benefit the high adventure programs and we need your help to make it a success.

BSA Troop 629 is a not-for-profit organization. Your support will provide character development, citizenship training and leadership skills. Troop 629 is dedicated to the total scout experience, which includes an active schedule of camping adventures, community service, leadership, and advancement and is the cornerstone to the development of young adults who are responsible and live the virtues of scouting.

Here's how you can help. Please consider contributing an item to the silent auction. We would like to request anything that you may feel would benefit this fundraiser such as tickets, weekend package, birthday party package, autographed item, keepsake, etc.

The Silent Auction is scheduled for April 21st from 8:00 am to Noon in conjunction with our regularly scheduled car wash and garage sale at Mount Pisgah United Methodist Church, North Campus. Please mail the donation and the attached donation form to:

**Mount Pisgah United Methodist Church
9820 Nesbit Ferry Rd
Johns Creek, GA 30022
Attn: Troop 629**

Thank you in advance for your support of this important event. Together we can make a difference!

Sincerely,

[NAME]
Silent Auction Chair

EXAMPLE – Bid sheet – one for each item or gift basket.

Troop 629
SILENT AUCTION
April 21, 2012
8:00 am – Noon

Item: 3 - Brunswick Zone Norcross

Item Description: 1 Family Funtastic Package includes 2 hrs bowling, shoe rental, pitcher of soda for 6. Expires 8/31/12.

Retail Value: \$60

Bid Increments: \$5 (minimum increments \$5.00)

Buy It Now Price \$60

Name	Bid \$	Phone	Email
Minimum bid starts	\$30		

PAYMENT: BY CASH AND CHECK ONLY!

PICKUP ITEMS BETWEEN NOON AND 1:00 PM

EXAMPLE – Silent Auction Rules – Must be posted in multiple areas.

SILENT AUCTION RULES

BIDDING TABLES CLOSE AT NOON, TABLE BY TABLE

BIDDER MUST PAY & PICKUP ITEMS BETWEEN NOON - 1:00 PM

WE ACCEPT CASH OR CHECK.

IF PAYING BY CHECK, NEED VALID DRIVER'S LICENSE

IF WE CANNOT REACH YOU, ITEM GOES TO NEXT BIDDER