

## **SILLENT AUCTION INFORMATION**

The Raffle and Silent Auction on Opening Day are 2 of the biggest fundraisers for the entire year. Family participation is crucial in order for LLL to continue operating successfully. Remember ask for support from and to rely on team parents for help.

**THEMED BASKETS / DONATED ITEMS:** Each team in each division assembles a Silent Auction Basket, and each family is asked to donate new, un-used items or money toward the purchase of goods. A tally sheet is available to list each item, its retail value, and the total value. This information is tandem with the bid sheets (so auction participants know what they are receiving as well as itemization for tax purposes).

**DONATION LETTERS FOR TAX PURPOSES:** Two letters are available for Team Moms to complete & provide to a donor. One letter is for goods & services and the other is for monetary donations.

### **BASKET SPECIFICS:**

In an effort to minimize repeat baskets, choose a theme from the list provided by the coordinator and email your top 4 choices to [s.m.stanton1258@gmail.com](mailto:s.m.stanton1258@gmail.com) . Themes will be confirmed / assigned on a “Dibs! basis.

Minimum bids are in place for each auction item and are based on the basket’s retail value. The bid structure is:

- \$1 minimum bid for items valued \$5 - \$25
- \$5 minimum bid for items valued \$26 - \$75
- \$10 minimum bid for items valued \$76 - \$150
- \$15 minimum bid for items valued \$151 - \$250
- \$20 minimum bid for items valued \$251 - \$500
- \$50 minimum bid for items valued over \$501

Any bid that does not follow bidding rules will be eliminated as valid. Adults supervising the auction have the authority to cross out an invalid bid. This information is available to the general public on the Opening Day page of LLL’s website.

### **BASKET SPECIFICS CONTINUED:**

- The basket must be wrapped in cellophane or shrink wrapped (all items securely inside)
- Ideally they are decorated in an eye-catching way. Some baskets end up being very large, and decoration can be difficult. Just have fun with it!
- **Any gift cards, gift certificates, tickets, etc. must be given to the Silent Auction Coordinator**
- To display gift cards, tickets, or gift certificates (any item with cash value), make color copies of those items to include in the basket / display. Said items will be

- placed in the team's file & kept under lock & key until the auction is closed & distribution begins. This method prevents theft while the auction is under way.
- **Coupons are not accepted.** If it appears in a mailbox, a newspaper, or in a circular, it may not be included as a cash value item for the basket.
  - If actual tickets, cards, gift certificates, etc. are in the basket, it is the Team Mom's (or whoever is in charge of the basket) responsibility to disassemble it, make the color copies, re-wrap the basket and provide the coordinator with the items of cash value.
  - Each basket / donated item has an assigned number. Write your team's number on an index card and tape it securely to the back side of the basket toward the top (it makes it much easier to see & inventory).
  - When turning in the basket / item, be sure to bring the tally and bid sheets unless they were previously emailed to the auction coordinator.

**BASKET COLLECTION:**

Baskets & donated items will be collected 3pm – 8pm Monday, February 27<sup>th</sup> & Tuesday, 28<sup>th</sup>. Baskets 1-10 will go on one table, 2-20 on another table, and so on.

**SILENT AUCTION VOLUNTEERS / HELP SCHEDULE:** Help with the silent auction throughout the day is needed & appreciated. 2 volunteers are needed from 8am to 10am to help set up the tables and baskets (weather will determine if the auction will be inside or outside). 2 adults are needed each hour (between 10am & 4pm) to monitor (keep a sharp eye out for theft) the baskets and the bids (supervise minimum bid policy). 2 additional adults are needed after 4pm to gather the baskets, forms, alert highest bidders & assist with distribution. (See Silent Auction Help Schedule).

Once picture times & game times are announced, it will be easier for parents to commit volunteering for a time slot. Each Team Mom is incredibly busy with order forms, money collection, practice, work, home life, home work, etc. The time prior to Opening Day can be quite hectic, so consider asking one of your team's parents to oversee your team's Silent Auction Basket in order to lighten your responsibilities.

Thank you for being a Team Mom. Your time & effort are greatly appreciated.

Suzi Stanton  
Silent Auction Coordinator  
[s.m.stanton1258@gmail.com](mailto:s.m.stanton1258@gmail.com)  
281.745.0115 cell