

**Harrisonburg Unitarian Universalists
4101 Rawley Pike
Harrisonburg VA 22801**

January 10, 2010

Re: Auction 2010: HUU's Silent and Live Auction Fundraiser

Dear HUU members and friends:

It's time to think about the HUU Auction 2010. Our auction has been our best fundraiser in past years. In the past we have been able to raise thousands of dollars at this auction due to the generosity of members and friends, both in their donations and purchases. Not only is it fun to sell your goods or services, but you can enjoy your purchases over the next year, whether it be entertainment, a pot of soup or a trip to the theatre. Here are pertinent dates for this year's auction.

**Sunday February 7—Last day to turn-in donation contracts and RSVP attendance
From now until 5 PM day of auction--Drop off auction items at church; if you need to gain
access to the building other than on Sundays, contact an auction team member
Saturday February 13, 6:00 PM—Auction 2010 at HUU**

We appreciate your attention to these dates. We will not accept donation contracts after February 7. This gives us time to prepare the printed program.

The Silent Auction will begin at 6:00 PM. You may register upon arrival to receive your bid number. The silent auction will close promptly before the live auction at 7:00. Refreshments, including coffee, tea, wine and cheese, will be provided throughout.

See the attached pages for donation ideas and a contract (blue form) that you can return to a committee member anytime before Sunday February 7. Also note that a merchant donation form is included for you to provide to a favorite business that might donate an item for Auction 2010.

We look forward to hearing from you,

The Auction Team

Ralph Grove: 540-433-1323 or groverf@jmu.edu
Sarah Cheverton: 540-879-9432 or cheverse@comcast.net
Merle Wenger: 540-432-1383 or mrfurn@msn.com

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To area merchants:

We are soliciting donations for our annual Silent and Live Auction 2010 Fundraiser. We have asked our friends and members to contact local businesses that they recommend to their friends. Please consider a donation that will go for the tax-deductible support of our church and its programs.

Sincerely

The Auction Team

Ralph Grove: 540-433-1323 or groverf@jmu.edu
Sarah Cheverton: 540-879-9432 or cheverse@comcast.net
Merle Wenger: 540-432-1383 or mrfurn@msn.com

We thank you for your donation of:

valued at: _____

Harrisonburg Unitarian Universalists Tax Exempt Number 54-155104

Ralph Grove, Treasurer

HUU Goods and Services Auction, 2010
Donor Contract

Please return this contract to Ralph, Sarah or Merle by Sunday February 7, 2010
Make a note of your donation since no copy
or acknowledgment will be provided until after the auction.

Name: _____

Address: _____

Phone: _____ **E-Mail** _____

I agree to donate the following to the HUU Auction to be held on **Saturday, February 7, 2010**

Title or description: _____

Entry for catalog: _____

Fair Market Value: \$ _____ (each) Minimum Bid: \$ _____ (each)

Number of Bid Units: _____ (see instructions on next page)

_____ Check here if item is intended for HUU community bidders only

Give date and time choices if donation is an event:

1st: _____ 2nd: _____ 3rd: _____

If the item remains unsold at the end of the auction, please:

____ donate to charity

____ return to me

Signature of donor

Date

I also plan to attend the auction on Saturday February 7, 2010. Please reserve _____ seats for me.

Note: Additional copies of this form can be downloaded at huuweb.org.

Contract Form Instructions

- Name and Address - Please list a local contact for donations from outside the area. A parent or adult sponsor should be indicated for children's donations. Everyone, regardless of age, is encouraged to offer items and to bid for items.
- Title or Description - A brief description of what is being offered. Example: "Indian-style dinner for eight," or "Half a ton of organic mulch."
- Entry for catalog - Try to think of something entertaining and descriptive. For events, include location. It is not necessary to repeat information shown elsewhere on the form such as in the Title or Description. The auction committee reserves all editorial rights.
- Fair Market Value - your estimate of the approximate value of the listed item, For multiples such as dinners, use the value of a single item.
- Minimum Bid - The starting value that someone may bid in either the live auction or the silent auction. If no bids are received, the donated item will be offered at this price in the newsletter following the auction.
- Number of Bid Units - This pertains to donations where identical items will be offered to multiple bidders. Typical examples are seats at a dinner, cakes, and jellies offered to more than one bidder. Note that a donation consisting of several items to be bid on as a single unit, such as a set of encyclopedias, is only one bid unit.
- Date and Time of Event - Must have a firm date and time whenever multiple independent bidders will attend an event. Please give at least two dates to allow the auction committee to assign a date with the fewest conflicts.
- If the item remains unsold... - Indicate what to do with the item if it remains unsold after the auction and after being advertised in the newsletter. The auction committee will make every effort to comply with your wishes. This entry does not apply to services.
- Signature of Donor - If the giver is a group, the person or persons who guarantee the donation should sign.
- Additional forms can be downloaded online at huuweb.org

Auction Ideas

What do you have, or what service can you provide, that you would like to donate for the goods and services auction?

1. Furniture, art and craft items are popular—new or nearly new--this is not a yard sale!
2. Can you host a theme dinner or bake a pie or cake? Dinners are always popular as most of us spend money eating out. They are usually sold by the person.
3. Could you have your time auctioned for yard work, computer services, painting, or minor repairs?
4. Would you take friends on a hike or picnic?
5. How about tickets for the theatre or a movie?
6. Could you give a private lesson?
7. Could you fix something—like a car, a chair, computer or a lawnmower?
8. How about throwing a party? We all pay to eat out and having church friends pay for dinner in your home or back yard is a great way to eat, share with friends and benefit the church, all in one meal.
9. What service can you provide for a church friend?