

Unitarian Universalist Congregation of Rockland

Auction Donation FAQ

Thank you in advance for supporting UUCR by soliciting donations for the auction and making donations of your own! Your time and energy will have big payoffs in supporting this great organization.

What kind of donations do we want? Where can we get them?

- Go to businesses that you frequent and ask for a gift certificate or merchandise items. A great way to approach it is to say that you want to help spread the news about their business. Ask donors for a business card to be included in our auction catalog. Be sure to tell them a bit about UUCR and why it's important to you. Let them know we were a founding congregation of the Helping Hands Safe Haven program and host homeless guests every winter, we participate in Rockland Pride Day, we have a table at the Martin Luther King Day celebration, etc.
- Consider bringing a copy of our donation request letter to give to business owners or managers, or mail the letter to potential donors you're unable to visit. Please check in with our solicitor captains for each town in Rockland County to avoid having two people approach the same business. Copies of the donation request letter are available at UUCR, or can be edited and personalized from the version at our website, www.uurocklandny.org.
- Consider asking your employer or other work contacts if they have an item or service they'd like to donate. Or donate some of your own professional or avocational skills – a few hours of graphic design work, a massage or two, a ride to the airport, interior or exterior painting, a musical concert, a wardrobe or make-up consultation, or gardening or landscape advice, for example.
- Who do you know? Can you get a celebrity to agree to a lunch date with a high bidder, or to donate a signed copy of a TV or movie script? How about a backstage or behind-the-scenes tour at an interesting place?
- Social events sell well! Think of donating a dinner for four or eight, a karaoke party, a barbecue, a wine tasting ... the possibilities are endless. You'll get a fun evening out of it, you'll get to meet some great new people, and money is raised for UUCR.
- Is there something you love to do? Hike to see wildflowers or go bird watching? Go to a museum? See a concert? Invite others to do it with you -- and sell it as an auction item.
- Do you have a vacation home or time share? Donate a week or weekend getaway.
- What can you teach? A golf or tennis lesson? Introduction to a musical instrument? How to knit or crochet a hat? How about instructing an individual or group in how to complete a woodworking project?

- If you donate a tangible item, make sure it's a new item. If you have a "previously owned" item that you think would be a good donation, please discuss it with one of the auction committee members. A rule of thumb: If you can picture the item in a rummage sale, it's probably not appropriate for the auction.
- It's fine to accept lower-value donations from businesses or individuals. We welcome buy-one-get-one-free certificates, \$10 gift cards, and other small items that can be combined into baskets for our silent auction.

What kind of paperwork do we need for donations?

- Please fill out or have the donor fill out a donation form for each donation -- don't put more than one on a single form. Donation forms are available at UUCR, or on our website at www.uurocklandny.org.
- Fill out each form completely. Addresses are important, as we will want to send out a thank-you letter after the auction.
- If you solicit a donation from another individual or from a business, complete and detach the section at the bottom and give it to the donor for their records. Don't forget to ask for a business card that we can include in our auction catalog to recognize their donation and promote their business.

How will you price the items that are sold?

- The donation form includes a place for you to enter the value of the item. This should be a fair market price.
- We will take this value into consideration, but will likely set the minimum bid lower to get bidding started on the item.
- If determining a fair market price isn't possible, just write "Priceless."

What should I do with the donations once I have them?

- If an item is small (like a gift card), you can give it to Harry, Diane, or any auction committee member at any time.
- If an item is larger, please hold onto it and bring it to UUCR on the afternoon of the auction. If you're unable to do this, just let Diane know and she will make arrangements to store it.

What happens if an item doesn't sell?

- Every auction has at least a few items that don't sell. If your item was donated by you personally, you have the option of taking it back.
- All items that are not sold and not taken back will be sold after the auction on a "make an offer" basis.