

ERA Auction “Catch the Spirit”

Procurement Information

Why are we having an auction? ERA is a nonprofit organization dependent on donations and fees to make their budget. The annual auction is the biggest fundraiser of the year. Last year fundraising allowed us to purchase a new boat for the boathouse. Continuing to update our equipment is important to stay competitive in regattas.

What is my auction procurement requirement? At present there is no requirement to procure items of a certain amount or value for the auction. We would like to see all families procuring 2-5 quality items so the auction can continue to be successful. Active participation by all families will ensure that we will not be required to donate a specific dollar amount in the future.

How do I solicit items for the auction? There are several ways you may procure items.

- **Consider your talents.** Do you like to cook? Are you a handyman? Do you travel and have frequent flyer miles? Come up with a creative idea, tap into your talents, and you are there!
- **Hit the post-holiday sales.** Some very good buys are available. Consider donating that “perfect Christmas gift” that you already have one of!
- **Business Solicitation Letters.** Solicit a donation from a business you frequent. Auction Form Letters are included in the procurement packet or are available at the boathouse. Attach a cover note with your name and contact information. A copy of a recent news article on Everett Rowing is an added personalization. Follow-up on those letters with a personal contact. Most businesses are glad to support local kid activities.
- **Consider your family and friends...**
 - Your brother the landscaper ... how about a month of lawn service or spring clean up?
 - Your buddy who works at the surf shop...how about a boogie board?
 - Your mother the masseuse... how about a massage?
 - Your second cousin twice removed with the condo in Oahu...you get the picture!
- **Last but not least...write a check to ERA.** All donations are fully tax deductible. Each contribution of items or cash to the auction helps with our success. Our goal is to have each member contribute.

When are my procurement items due and where do I drop them off? February 24, 2007 is the due date for all items for this year’s auction. Drop items off at the boathouse or contact the auction chairpersons.

Why are the items due so early? Each item needs to be numbered, stickered and entered into the computer. Time is needed to prepare the catalog listing of live items.

What if I am making something that won’t be ready by the due date? What if I have a very large or delicate item? Just submit the detailed procurement form by deadline and submit the item before the auction or contact the chairpersons to arrange delivery at the beginning of setup the day of the auction. Make sure the auction chairpersons know your plans.

What happens if my form or item is not received by requested date? Contact the auction chairpersons. They have the discretion to accept, not accept or hold items until next year.

Why do I need to fill out the procurement form? The procurement form is the key to entering accurate data into the auction computer. It captures the information required to send thank you letters to business donors who support our auction. It also contains descriptive information and restrictions for certificate and live items.

Is there a form companies require for declaring their donation for tax purposes? The bottom part of the four part procurement form should be given to businesses as a receipt of their donation. It contains the ERA federal tax identification number.