

# SILENT AUCTION SOLICITATION

**Who do I solicit?** \*Think of products you use, restaurants/cafes you frequent, local businesses in your hometown/surrounding towns. Businesses that recognize you as a customer are usually more willing to donate.

**In Person:** - ask to speak to the owner or manager on duty.

Example script: "Hello, my name is \_\_\_\_\_ and I am a volunteer with the Dominican Republic Mission Team based in Wallingford. This summer I will be part of a team traveling to help the very poor living in the sugar cane villages there. Our Team provides medical care, constructs shelters, distributes food, provides education and helps bring love and hope the people living there. We have our annual silent auction fundraising event coming up in April, we expect anywhere from 400-500 attendees from the local area based on previous years attendance and I am wondering if your business would be interested in donating to our silent auction"

Have a request letter ready to hand them (fill it out by signing it and writing in your contact information ahead of time so all you have to do is hand it over, I also write in the Tax ID # top Left under the church contact info) I also let people know we are more than happy to display business cards/menus etc in front of their auction item to help them advertise. Also this year our event page of FB will include shout outs to local businesses.

**Online:** - Google Search (ie. \_\_\_\_\_ donation request" or \_\_\_\_\_ charitable donation") sometimes it takes a bit to weed through the info to find the right page. Some companies have a form you fill out right online and some companies don't- some companies will list an email or an address to contact specifically for donation requests- if you can't find any of that then just find the general info contact email for the business.

Sample Email Script: Hello, My name is \_\_\_\_\_ and i am a (RN, student,volunteer etc) with the Dominican Republic Mission Team based in Wallingford, CT. Yearly (this year) I volunteer on (their medical clinics/education team/team etc) to provide medical care to the very poor living in the Dominican Republic sugar cane villages. We have our annual silent auction fundraiser coming up in April (4/6/19) in Wallingford and i am hoping that (business name) will consider donating to our silent auction? We expect 400-500 attendees from the local area based on previous years' attendance. Please contact me if you are interested. Attached you will find our request on letterhead. (Attach the 2019 request letter) Our Tax ID # is 82-4005197

Thank you for your consideration,

(your name)

D.R. Mission Team Volunteer

(Your address) if you've been on the trip before I usually add a picture of myself in the batey.

Most importantly make sure you thank them! Whether it's for a donation or simply for their time, if they say no. You represent the team when you are soliciting, remember to be polite even though sometimes you will be met with an unwilling or questioning attitude regarding why you are helping in the DR and 'not here.' I usually say something like " I never understood true poverty until I served the poor in the DR and am passionate about continuing to provide hope for the people there but I am very glad that you support local organizations, thank you so much for your time, have a great day"

**General info:**

Website: [www.drmissionteam.org](http://www.drmissionteam.org)

Tax ID numbers: EIN is 82-4005197

**Fundraiser info:**

Address: New Life Mountain Ridge, 350 High hill Rd, Wallingford CT 06492

Attendance: 500-1000

What is it? Silent auction, hors' d'oeuvres, live music, interactive events to benefit the 2017 DR mission Team.

How will businesses be acknowledged?— signage on silent auction tables with their items. Social media acknowledgment via facebook event.

please make sure you RSVP 'attending' to the Facebook Fundraiser event page and upload pictures to the page titled "sneak peek" of your items for auction and make business thank you shout-outs to local businesses for their donations. This will help our donors get some public acknowledgment for their donations and will let attendees see the awesome items we will have available.

If you have any questions/ need help with answers for online forms. Please don't hesitate to contact me Crystal Gerace 203-980-7743 or [Crystalgerace@gmail.com](mailto:Crystalgerace@gmail.com) and I will get back to you asap. I can also help with helping you with display ideas for your items (ie- framing gift certificates/putting together baskets etc)