

MARYLAND SCHOOL NUTRITION ASSOCIATION
DUTIES AND RESPONSIBILITIES OF
SPECIFIC CONVENTION SUB-COMMITTEE

Name of Sub-Committee: Silent Auction

Purpose of Sub-Committee: To raise funds for scholarships.

Preliminary Duties:

1. Review list of donors from previous years.
2. Write an informal, friendly letter to Chapter Presidents for their planning meeting telling of the upcoming convention and theme and if they could help us. (In mid-May)
3. Write letters to business and vendors requesting a donation. Explain who we are, our purpose, and what we wish to accomplish. (Late June /July -- some companies need a good 2 months notice)
4. Write formal letter to County Chapters and County Supervisors requesting their help and support with a donation. (Late July)
5. Make a tri-fold brochure. This states our title and theme; what the Silent Auction is, who to contact, & what to donate. It also includes a form organizations can return to us that includes space for the organization name and address, a description of article & value.
6. Have a sheet ready to be filled in at the convention to show: the name of county/business: name of article donated: top bid received (This is good for reference & Thank you notes)
7. Bid sheet (2 pages) Page 1 - Name of Item; Source; Estimate value of item; (on top bidding line write in the starting bid) [Put down how much each bid must increase by..... ex:1. \$2.]
8. Gather supplies for convention: Pens/pencils, scissors, tape, high lighter, fine point "Sharpie," clipboard (is good for recording items and who donated them.), small tripod for displaying small pictures/etc.

Duties at the convention:

1. Set up signs, easels - each item should have a bid sheet w/ pencil.
2. Have persons there to receive the items and record names of Chapters/Business; item and value, **on bid sheet** with starting bid.
3. Record on clipboard the name of business/chapter and item. Leave left margin open so you can record the final bid. (This is an easier reference for looking up something or sending out thank you notes.)
4. Supervise table - store valuable items away overnight.
5. Remove all bid sheets at the end of designated time.