



## Silent Auction FAQ

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### General Information

The Silent Auction is a fundraiser for the Raymond H. Goldstone ASCA Foundation. This year, we will be specifically seeking generous donations and bids to honor the memory of ASCA Past President Mary Beth Mackin, who suddenly passed away this past November. The Foundation supports scholarships to the Conference and Academy as well as ASCA special projects. The Silent Auction is a win-win that supports the Foundation: you donate something and/or you buy something. All individuals and organizations who donate items and/or services to the silent auction will be publicly recognized by ASCA.

### **WE NEED YOUR HELP!**

Please join us in continuing to support this initiative by making a donation! You do not have to attend the conference to donate to the Auction.

### **What are the Donations Supporting?**

Proceeds from the Silent Auction will go to the Raymond H. Goldstone ASCA Foundation, which exists to support professional development activities within the Association for Student Conduct Administration.

### **When & Where is the Silent Auction Held?**

The Silent Auction takes place during the ASCA Annual Conference, February 3-6, 2016 in St. Pete Beach, Florida. Items will be on display at the Conference. Most items will close at 11:45 a.m. on Saturday, but a few special dinner options will be available Friday only.

**Wednesday, February 3, 2016** Donation Drop-Off *8 a.m. – 5 p.m.*

**Thursday, February 4, 2016** Donation Drop Off *8 a.m. – 5 p.m.*

**Friday, February 5, 2016** Auction Open for Bidding *8 a.m. – 5 p.m.*

**Saturday, February 6, 2016** Auction Open for Bidding *8 a.m. – Noon.*

**Saturday, February 6, 2016** Winners Item Payment and Pick-Up *1 p.m. – 4:30 p.m.*

### **What types of donations are typical?**

We are looking for donations in all forms and values. They can be baskets filled with items such as institutional paraphernalia, books, coffee mugs, items indigenous to the area your institution is located, etc.

Additionally, they can range anywhere from gift certificates for coffee shops to stays at vacation homes or institutional consultations. **NOTHING** is too small or too large!!

### **Can I donate having dinner with me while at the Conference?**

Yes, this can be a fun offer for you to give! You may not think having dinner with you would be a special treat, but the opportunity to spend some private quiet time with an ASCA notable can be very appealing! Dinner would be for Friday night. Bidding for the dinners is a Thursday only option at the conference.

### **Am I obligated to provide the donation if I submit a Silent Auction Donation Form?**

Once you submit a description of an item to be auctioned, you have committed to provide that item to the highest bidder at the conference.

### **Donating an Item to the Silent Auction**

Please fill out the Silent Auction Donation Form and attach pictures or any vital information to the form and send it to:

Phillip Burns  
University Nevada Las Vegas  
[phillip.burns@unlv.edu](mailto:phillip.burns@unlv.edu)

Or use the online form here <https://form.jotform.com/50054143039950>

### **Shipping for Silent Auction**

***Please bring all items with you to the conference.***

All items can be dropped off at the Tradewinds Grand Island Resort when you check-in at the conference registration table on Wednesday February 5, 2014 between 1 p.m.-9:00 p.m.

We understand that if some items are just too large (i.e. gift baskets), and therefore must be shipped. If this is the case you (as the donor) have two options.

1. You may make a “certificate” for the item. Please send us a photo/description of the item and we will use that, along with other information about the item to give the potential buyer an idea of what the donation looks like. Once the auction ends, we will provide you (as the donor) the contact information of the buyer and you can coordinate the shipment of the donation then.
2. You may choose to ship the item directly to the Tradewinds Grand Island Resort. If this what you prefer, please make sure you specify the following on the address line of the package:

**Tradewinds Grand Island Resort  
Hold for Phillip Burns  
ASCA Silent Auction (Feb. 3-6, 2016)  
5500 Gulf Blvd.  
St. Pete Beach, Fl 33706**

### **If I have donated a personal service, vacation home, or similar type of item, how do I connect with the highest bidder?**

At the conclusion of the auction, the contact information of the highest bidder and the donor of the service will be exchanged through emails from the Silent Auction Committee. The bidder and donor are then responsible for setting up the details for any services provided.

**How do I know if my bid is the highest bid on an item?**

You will be able to view the bidding sheet and/or online results. You are required to pay for and pick up the item (or the corresponding certificate) by 4:30 p.m. on Saturday, February 6th, 2016.

If items won are not purchased/confirmed by 4:30 p.m., the item will go to the second highest bidder.

**Can I volunteer to help out at the conference?**

Absolutely! We are looking for volunteers to help us staff the booth, organize the donations, etc! If you are interested, please contact Jeff Stefancic, [jpstefan@purdue.edu](mailto:jpstefan@purdue.edu) or 765-494-1242.

**Questions?**

For general questions or suggestions for the Annual ASCA Silent Auction, please contact Phillip Burns, [phillip.burns@unlv.edu](mailto:phillip.burns@unlv.edu) or 702-544-2392.