

2016 CITY OF MILWAUKEE COMBINED GIVING CAMPAIGN SILENT AUCTION DONOR GUIDELINES

Deadline for accepting items is Friday, September 23, 2016!

Auction items may be dropped off at City Hall, Treasurer's Office, Room 103, during their normal business hours (8:15 a.m. – 4:30 p.m.). If this location is not convenient for you, please contact Richard Schmidt to discuss alternate arrangements. His contact information is listed below.

Please complete a separate "Silent Auction Donor Form" for each item you are donating.

If possible, please email a photo of the item to Richard Schmidt at rschmi@milwaukee.gov. If this is not possible, Silent Auction volunteers will photograph the item.

Research has revealed that when conducting a silent auction, the opening bid should be 20% of the item's value. This is done to get people interested in the item and generate bids (items frequently end up selling for more than their value). In general, this is the rule we follow, although we reserve the right to start an item at a price higher than the 20%. Please do not be upset if the opening bid on the item you donated is low.

We cannot accept the following items:

- Perishable items (these should be presented in the form of a voucher/certificate that the winning bidder can redeem at a later date and in accordance with the conditions you have stated)
- Items that depict or contain nudity of any kind
- Items that may be offensive to any race, ethnicity, religion, or gender
- Used items such as dishes, clothing, or books (unless they are rare or unique, such as autographed by the author, collectible, etc.)

Any questions not addressed above can be directed to Richard Schmidt at (414) 286-8810 or rschmi@milwaukee.gov.

Donors with tax-related questions should consult their personal tax advisor regarding allowable donations.

THANK YOU FOR YOUR PARTICIPATION AND SUPPORT!





**2016 CITY OF MILWAUKEE COMBINED GIVING CAMPAIGN
SILENT AUCTION DONOR FORM**

ITEM DESCRIPTION (include dimensions, laundering instructions, special information e.g. "Blue Ribbon winner at the Wisconsin State Fair", etc.):

LIST ANY RESTRICTIONS (e.g. "Winner must live in the Bay View area to claim dog-walking services", an expiration date, etc.):

(circle one)

VALUE: \$ _____ OPENING BID: \$ _____

DONOR or CONTACT PERSON:

Name	Dept.	Phone
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If for any reason my item is not sold in the auction, I would like the following to occur (check one):

- Call me, I would like the item back!
- Use for whatever action you deem appropriate (to include donating to charity, or using as a prize, incentive, or give-away in the campaign)

IMPORTANT: Please consult with your personal tax advisor regarding allowable deductions. Please submit form to Richard Schmidt or print and deliver to Treasurer's Office, 200 E. Wells St. Room 103

THANK YOU for your participation and support!

Oh, The Places We'll Go-By Giving

