

2009 HARVEST TIME AUCTION SHARE PARTICIPANT ITEM PROCUREMENT REQUIREMENTS AND ITEM GUIDELINES

Based on previous years' requirements and experience

Tent City Participants:

(Because the Tent Cities rely most heavily on the money raised at the Harvest Time Auction, the requirements for Tent City participants are the highest.)

Each Tent City participant will be required to provide an item or group of items with a value of \$25.00 or more each month in June, July, and August. Items must comply with the guidelines below. Failure to meet this requirement will result in a 30 day bar from the camp.

Shelter Participants:

(Although the Tent Cities rely most heavily on the money raised at the Harvest Time Auction, all of S.H.A.R.E. needs this auction to be successful to make it through the expensive winter months, so all of S.H.A.R.E. will be required to participate in procuring items to sell)

10-15 bed shelters will be required to collectively provide an item or group of items valued at \$30.00 or more each of the above mentioned months. 20-30 bed shelters will be required to provide an item or items valued at \$50.00 or more. Items must comply with the guidelines below. Failure to turn in any items will result in a two day closure; turning in an item or items that meet part but not all of the requirement will result in a one day closure.

SHARE2 Participants:

Each SHARE2 participant will be required to provide an item valued at \$10.00 or more Each of the above months. SHARE2 residents may pool their resources to come up with an item or items sufficient to cover their house. Items with a value more than what is needed to cover one resident but less than what is needed to cover the whole house may not be used to cover some household members but not others. Items must comply with the guidelines below. Failure to meet this requirement will result in a seven day bar from the house.

S.H.A.R.E Core Staff:

Each Core Staff member will be required to provide an item valued at \$10.00 or more Each of the above months. Items must comply with the guidelines below. Staff may pool their resources to come up with an item or items sufficient to cover their colleagues, subject to the same rule as outlined for SHARE2 participants. Staff who are also SHARE2 participants may provide an item or items with a value of \$30.00 or more to cover both their Staff & SHARE2 obligations instead of participating collectively with their fellow staff members of SHARE2 house.

**And nowThe Guidelines, A.K.A.
THE RULES!!!!!!!**

- 1) Items can be used to cover the obligation of one individual (in the case of Tent Cities) or one shelter, but may not be used to cover the obligation of more than one individual, with the exception of staff and SHARE2 which can pool their resources collectively.
- 2) Items may be either donated by businesses or individuals solicited by S.H.A.R.E. participants (our first choice) or purchased by S.H.A.R.E. participants (our distant second choice). Items may_not_be purchased using food stamps.
- 3) Each item must be accompanied by its own donation form unless two or more items are obviously part of a set, i.e. matching purse, wallet, and cosmetic bag. The fact that eight two or more items came from the same store does not mean they are a set.
- 4) Credit will be given for the retail value of the item before tax. Proof of value must be provided, i.e. receipt, original price sticker, appraisal, signature of store owner, etc.
- 5) Items must be new. They may be handmade, provided they are of such high quality that they would be accepted for sale at a downtown gallery.
- 6) “New” means: no fading, no signs of wear, no dirt, etc. “New” also means: no funky odors, currently useable by the average person (can’t require technology not currently in vogue) won’t go bad if it is held without refrigeration until the auction, doesn’t expire until at least six months after the auction (which is in mid-October), etc.
- 7) Clothing is hard to sell, and therefore will not be accepted unless it has a value of at least \$50.00.
- 8) Promotional items with brand names on them are even harder to sell and will not be accepted.
- 9) Only one of any particular item from any particular donor, please (whether that donor is you as a item purchaser or an individual or business you solicited). We don’t need ten copies of the same book or eight sets of the same wine glasses. Common sense says that, yes, we will accept eight of the same wine glasses because that is a set – but not eight sets.
- 10) Cash, money orders, and checks are not items and will not be accepted.
- 11) Items may be gift cards or gift certificates, as long as each card/certificate has a value of \$30.00 or greater. No store vouchers; gift cards and certificates only. Macy’s and Fred Meyers have been the gift cards of choice in the past, because they can be combined to make purchases of big ticket items that bring in more \$ at the auction. Auction goers also love to buy restaurant gift cards.....
- 12).....with the exception of fast food gift cards, which don’t sell so are not accepted.
- 13) Gift cards must be for local stores only (no online retailers).
- 14) No WalMart gift cards will be accepted.
- 15) Gift cards/certificates purchased by S.H.A.R.E. participants absolutely positively must be accompanied by a sales receipt. The sales receipt must be securely attached to the card/certificate, and both must be securely attached to a donation form in a manner that leaves the card/certificate number easily accessible. Gift cards/certificate that are discovered not to carry the stated value will result in a 30 day bar for the participant “donating” them.
- 16) Gift certificates donated by businesses must include a signature and a contact phone number. And see Rule 15 re: cards/certificates that turn out not to be worth their stated values.
- 17) No certificates for personal services from S.H.A.R.E. participants.

- 18) No health club trail memberships, no x-rays without the accompanying treatments, nothing that will subject the buyer to any kind of a sales pitch, and nothing that will require the buyer to fork over more \$ than they already have in buying the item at the auction.
- 19) S.H.A.R.E. or the Shelter Board may decide that other guidelines/restrictions/rules /whatever are needed in the future. These will be communicated via your Power Lunch packet. In the meantime, use common sense. This is an auction for people who want to spend their money to buy nice things, not a rummage sale, and many of the auction attendees are our church hosts. Keep it tasteful. Thank you.
- 20) The S.H.A.R.E. Administrator and the shelter Board have the final say as to whether or not an item is acceptable according to these guidelines, including whether or not an item is tasteful.

And now.....

HOW WE'RE GOING TO MAKE THIS ALL WORK ANYWAY:

The S.H.A.R.E. Administrator or his designee will let you know when he will be available to accept auction items at the S.H.A.R.E. office. Receipts will be issued. Items will not be accepted at any other time.

Tent City participants' auction items will be transported to the S.H.A.R.E. office by the Tent City Organizer.

The Administrator will track items received on a spreadsheet and will submit a report of such items regularly to the community.

The deadline for each month will be communicated via Power Lunch packet. It will not be before the 3rd of the next month – i.e., the June deadline will not be before July 3rd. The Shelter Board will set the final final final deadline sometime in very early September.

The Shelter Board will be sending out our thank you letters to merchants and non-S.H.A.R.E. participant individuals who donate items to the auction. So that these letters can be sent out in a timely manner, items must be turned in during the month in which they were donated – no holding on to them to meet next month's requirement.

Each month the Shelter Board will give a gift card or gift certificate (valued at least at \$30.00) to the person who solicits the highest total dollar value of auction items that month. The S.H.A.R.E. Administrator will handle this task on the Shelter Board's behalf. This gift card or certificate will not be accepted in the future

Individuals or shelters that turn in \$1,000.00 or more in a given month are off the hook for the next month (though of course they may turn more in if they so choose).

Sometime between the end of the item solicitation period and the end of the auction the Shelter Board will turn over to the S.H.A.R.E. Administrator a collection of \$450.00 worth of gift cards/certificates to be awarded to the people who turn in the highest total dollar value of auction items during the entire three month solicitation period. These will be distributed as follows: \$150.00 1st Place, \$120.00 2nd Place, \$90.00 3rd Place, \$60.00 4th Place, \$30.00 5th Place.