

## How to Procure Your Auction Item

Procure a donation or purchase items for a themed basket or other items/package chosen on SARS Auction webpage. Should you choose to purchase, ask the business to match your purchase and you have twice the donation.

When you patronize a business, especially one you use regularly, ask them to donate. Keep your auction procurement letters handy while requesting and generating donations. Please reference these helpful resources:

- Procurement Letter
- <u>Auction Basket Ideas</u>
- Quick Auction Ideas

Think broadly – what can you donate, what can your friends, family and acquaintances donate, and what can the businesses you patronize donate.

Be ready to answer questions about SARS – who we are and what we do. Remember it's all for our athletes!

Ask for more than you expect to get. For example, ask for dinner for six. If you get dinner for four, that's great.

Be sure to fill out the procurement form completely. That saves lots of phone calls from the Auction Steering Committee to collect the details.

What if they say "No"? Sometimes they do; don't take it personally. Sometimes all their donations are gone for their fiscal year. Do ask if they have any deadlines or make donation decisions only once or twice a year, then mark your calendar.

Thank you in advance for your efforts procuring auction items!

SARS Auction Steering Committee Schweitzer Alpine Racing School