

## Silent Auction Committee:

Support Habitat for Humanity of Springfield, Missouri! Join the Silent Auction Committee for the 15<sup>th</sup> annual Tool Belts & Bow Ties gala. 250 + auction items are needed by March 27, 2020.

### Committee Description:

- November 2019 – March 27, 2020 timeframe – flexible hours on your own time!
- Seek silent auction donations from area businesses!
- Contact list of previous gala donors provided by Habitat for Humanity!
- Sample “cold call” donation request script provided by Habitat for Humanity!
- All data entry required for auction gifts completed by Habitat for Humanity staff!
- All donor stewardship completed by Habitat for Humanity staff!

### How to Secure Silent Auction Donations:

- Start with a list of 10 area businesses (all previous silent auction donors) provided by staff at Habitat for Humanity.
- Contact the business by phone or email to ask for a donation (sample script and email provided by Habitat for Humanity!)
- Follow up with business regarding donation (it might take several attempts!)
- Coordinate the pickup of the action donation
- Deliver the auction donation to Habitat for Humanity (2410 S. Scenic.) and Habitat for Humanity staff will take care of all data entry and donor stewardship.

### Committee Member Benefits:

- Committee members receive a half-price ticket (\$75) to attend the Tool Belts & Bow Ties gala on March 27, 2020.
- Committee members will be recognized by name at the Tool Belts & Bow Ties gala with recognition in the gala program.

**To volunteer on the Tool Belts& Bow Ties Silent Auction Committee, please contact Abby Glenn, Development Director, at 417-829-4001 x 109 or [abby@habitatspringfieldmo.org](mailto:abby@habitatspringfieldmo.org)**