



## **Job Description: Acquisitions Support**

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**VOLUNTEER POSITION:** Benefit Auction Acquisitions Support

**TIME COMMITMENT:** September - April, busiest times are February & March

**DESCRIPTION:** See below

### **GUIDELINES:**

- Acquisitions Chair will provide a list of donors that will receive an **Ask Letter**. There is a list (report generated from our database **NeonOne**) of about 250 businesses that have consistently donated to the Auction in the past 5 years. When you're reviewing the **Renewables** list, if you find any businesses that are closed or have moved, let Jason Roder know to make any updates in the database or remove them from the printed list. We always keep the business information and data in NeonOne, but we will not print a mailing label for them.
- All item donations should be NEW items (or very much like new). In previous years we have sent a survey of types of auction items families would like to bid on at the event (themes of baskets, certificates, experiences, etc.) so we can target/request those items from our donors.
- Help brainstorm to create a list of specific items for themed baskets so families or other donors can choose to donate one or two items that can be put together with other families' donations to make a basket or donate an entire complete basket. Sometimes we receive donations of items that are random items or small and we have to be creative in how we group random items into a biddable basket.
- Every item that is donated must have a **Donation Sheet** filled out with it so information can be entered accurately into the database for each donation. Jason usually prints the Donation Sheets on blue paper, and they are part of the packets provided to parents at the Fall and Spring Parent-Teacher Conferences. Copies will be available at the school as well.
- Steppingstone's EIN is #38-2377598. You'll need this number as well as the school's address and contact to enter into any online forms to request donations. Use: 650 Church St UNIT 119, Plymouth, MI 48170.



- **info@steppingstoneschool.org** email account - Jason will receive all information at that email address. See example of information for online form requests. You may also need a copy of Steppingstone's proof of non-profit status 501(c)3 letter.
- Auction collateral includes the **Save-the-Date Postcard**, **Benefit Auction Posters**, and **Invitation Postcards**. **Winterfest Tri-fold** will also have the Winterfest raffle items and information on the deadline to purchase Early Bird Benefit Auction tickets.
- Logo for the 2024 Auction event, which will appear on all Benefit Auction materials.
- The **Ask Letter** is mailed to the **Renewables** list asking for donations to our Benefit Auction fundraiser. There is one letter for the mailing, but there may be a need for creation of customized versions of the **Ask Letter** for sending or emailing to specific businesses or individuals requesting a donation of specific items.
- The **Benefit Auction Tri-fold** brochure document is usually mailed with the **Ask Letter** and has all the information about the current year's Benefit Auction event, including how to donate items or certificates, levels of sponsorship and sponsorship of specific auction needs (i/e/ Dessert, Entertainment, Dinner). The **Benefit Auction Tri-fold** also has information on how to advertise in the Keepsake Catalog and purchase tickets. Let Jason know what needs to be edited and updated in the Benefit Auction Tri-fold.
- Winterfest Raffle (and student variety show) is an important event for Early Bird ticket sales for the Benefit Auction. Be sure to communicate to parents that there are several options for ticket sales, Individual tickets, and Tables of 10. Parents can "purchase" tickets by putting the cost of the Benefit Auction tickets on their school account and pay monthly, as long as the tickets are paid in full one month before the auction event. Tickets can be sold at the Early Bird pricing (until the Winterfest event) as long as the commitment to purchase tickets has been confirmed with the school. Tickets do not need to be paid in full by the Winterfest event date, but **DO** need to be paid 2 weeks prior to the auction event.



## **Monthly Duties:**

### **September:**

- At the **First Day Orientation** and the **Welcome Back Potluck** let the Auction Acquisitions Chair know you would like to volunteer to assist in gathering donations for the Benefit Auction event, and plan to attend a few Auction Committee meetings in January & February.
- Make sure you understand the content of the Benefit Auction **Ask Letter**, and the **Benefit Auction Tri-fold** brochure. Auction Committee Chair and the Auction Committee.
- Coordinate with Auction committee and Winterfest Chair to collect donations for prizes for Winterfest raffle.
- Assist in making information ready for the **Fall Parent-Teacher Conferences** along with raffle ticket packets to send home with the students.
- Assist Auction Committee Chair to gather donations for **Pick-A-Prize Auction raffle** items. Typically, there are three Pick-A-Prize raffle items at the Benefit Auction:
  - A Gift Card Tree (typically 15-20 gift cards with a total value of \$300)
  - Chocolate Basket (including donations from local chocolate shops and a variety of chocolate items, value about \$300)
  - Wine or Beer basket (value about \$300)
- Coordinate with the Auction Committee and decide if there are going to be any other raffles at the Benefit Auction event. In the past, we have raffled a 1-week stay in a condo in Orlando and Disney Park passes. The condo stay was donated by a Steppingstone family, and the Disney Park passes were earned by Steppingstone as part of the "Points of Light" organization for community service work on the Rouge River testing days. It takes time and effort to set up the paperwork with the donation organizations and coordinate the school's activities. Early planning is important.

### **October:**

- Assist Acquisitions Chair in stuffing envelopes and mailing the **Ask Letters**.
- Coordinate with Acquisitions Chair to Web search "Detroit area" or "Michigan" donation request forms online to identify businesses that offer online donation request forms that can be filled out to request a donation for items or gift certificates. Lots of Michigan based and Detroit area businesses provide these



online forms that are very quick and easy to submit. Some examples of businesses that have online donation request forms are:

- Germack
- Slow's
- Famous Dave's
- Detroit Symphony Orchestra
- 313 Presents
- Soaring Eagle Waterpark
- MI International Speedway
- Any businesses using **Donation X** as a platform for tracking donations can be reviewed through the Donation X website.

### **November:**

- Review the Benefit Auction item donations list of items received to date. Coordinate with Acquisitions Chair to Review which businesses need follow up communication, phone calls, or emails to remind them of our donation request.
- Jason will keep all certificates (non-item donations) in a lock box at school. These certificates should also be listed on the Auction Item Donation report.

### **December:**

- Attend Winterfest and help to sell Early Bird Benefit Auction tickets.

### **January:**

- Review the auction item donations list of items received to date. Coordinate with Acquisitions Chair to Review which businesses need follow up communication, phone calls, or emails to remind them of our donation request. Some businesses wait until after the first of the year to send donations, so you should start to see some items coming in.
- Coordinate with Auction Committee to target specific donors for donation of unique items.
- Coordinate with the Auction Committee Chair to arrange a location for storage of donated items.



- Coordinate with the Auction Committee to decide which travel packages to offer. We have worked with a company called **Silent Auction Vacations** in previous years.
- Confirm all wine and beer donations for Pick-A-Prize and silent auction baskets.

### **February:**

- Coordinate with Acquisitions Chair to Review which businesses need follow up communication, phone calls, or emails to remind them of our donation request.
- Continue Web search “Detroit area” or “Michigan” donation request forms online to identify businesses that offer online donation request forms that can be filled out to request a donation for items or gift certificates. Some Michigan-based and Detroit area businesses will only consider requests that are 6-8 weeks from the event date.
- Coordinate with the Auction Committee to confirm the Live Auction Items. Ensure each Live Auction item has a “write-up” explaining the details to the winners. The write-up **Certificates** will be stored in Jason’s lock-box. Past Live Auction items:
  - Personal Iron Chef
  - Dumplings & Hot Pot with David
  - Month of Monday Dinners
  - Germany “bed & Breakfast” (confirm donation from alum parent)
  - Elementary Keepsake Artwork
  - PHS Work Crew
  - Any unique / high value experiential item

### **March:**

- Attend the basket wrapping event. The date should be about 3 weeks before the Benefit Auction event so that any items that we have not received or baskets that need small additional items can be obtained.



## **April:**

- Review the auction Lot list with items divided into Groups A, B, C, and D. The “A” group is typically small items and lower value because the “A” group is the first silent auction section to close at the event. “B” group, “C” group are mid-range value items, and “D” group is typically any trips or big/expensive items. This list needs to be as complete as possible at the basket wrapping event so each basket can be identified with its Lot & Section number.
- At the Auction event set-up, assist with Certificate items all have a printed 8” x 10” sheet with a brief description of the item. Actual certificates will be labeled by their Lot number in Jason’s lock box. The lock box will be in the item pick up room at the event and the Pickup manager will provide the actual certificates to the winning bidders.