**8th Grade Auction Process**

1. Sign up for a business or two using the Google Drive link provided to you via email.
2. Complete, print out, and sign a donation script & request letter (see below).
3. Go in person to the location of the business
4. Ask for Manager
   * **If not there**
     1. Leave a donation request letter (see below)
     2. Get their name
     3. Ask for a convenient time to return
     4. Thank them & leave
5. Identify yourself
6. Follow the script to ask for donation (see below)
   * **If Yes**
     1. Take donation or ask when you can pick it up
     2. Thank them
     3. Give them the donation receipt letter for their tax-exempt receipts. (see below)
   * If **No**
     1. Thank them for their time

**Contact Script and Information Sheet for Auction Donations**

“Hello, may I speak to the owner or manager please.”

“Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am an 8th grade student at the Centre Learning Community Charter School in State College. In order to help fund our annual 8th grade trip, we will be holding a silent auction on May 3rd. I was hoping that your organization would be able to donate an item that we could include in our auction. In the past, businesses and organizations have donated a variety of items and services. We are hoping to raise at least $2000 dollars from the auction.” Would you be willing to donate an item for our auction? CLC can provide you with a receipt for your donation for tax purposes.

**If they agree to donate an item…**

“Thank you so much for your donation. May I have your name and a time that I could pick up the donation?”

**If they do not wish to donate…**

“Thank you so much for your time.”

**If they ask you to call or come back later…**

“I would be happy to call back later. When would be a good time for me to call/come back?”

**Information we need if you get a donation…**

**Your Name (Student’s Name)**

**Business that made the donation**

**Name of contact person**

**Phone number of business or contact person**

**Description of item**

**Retail value of item**

Date

Dear Sir or Madam,

I am an 8th grade student at the Centre Learning Community Charter School in State College. In order to help fund our annual 8th grade trip, we will be holding a silent auction. I was hoping that your organization would be able to donate an item that we could include in our auction. In the past, businesses and organizations have donated a variety of items and services. We are hoping to raise at least $2000 dollars from the auction. Please let me know if you would be willing to donate an item to our silent auction, which will be held on May 3rd. CLC can provide you with a receipt for your donation for tax purposes.

Sincerely,

Your Name

CLC 8th Grade Student

Date

Business Name

Address

Dear Manager,

On behalf of the Students, Staff and Board of Trustees of the Centre Learning Community Charter School, we thank you for your continued, generous support of the school. Please use this document as a tax receipt for your donation, which is described below.

If you have questions about this receipt, please contact us at 814-861-7980.

Sincerely,

Kosta Dussias

Business Manager, CEO

*Donation Amount $*

*Date of Donation*

*Material Donated*

*Donor’s Estimated Fair Market Value $*

(Donations greater than $250 should be signed off by the CLC Business Manager.)

*Centre Learning Community 03/04 NEW COA is a 501(c)3 nonprofit organization, Federal Tax ID# 25-1810507*

No goods or services were received in consideration of this gift.