



SILENT AUCTION

Thank you for your interest in donating a Silent Auction item to the Holly Ball. The Silent Auction will be held virtually from **Wednesday, December 2 through Saturday, December 5, 2020.**

If you would like to donate, but don't have an item in mind, please contact our silent auction committee for ideas relating to this year's Holly Ball theme.

CentraCare Foundation contact: **Sandy Spoden (320) 251-2700 ext. 52439 or spodens@centracare.com**

Holly Ball Silent Auction Policy and Guidelines

1. Value: Please provide the approximate value of your item(s) on the enclosed silent auction form. We need this information for the purchasers to comply with IRS regulations.
2. An acknowledgement from Holly Ball/CentraCare Foundation will be sent to you soon after the Ball.
3. All items become the property of the Holly Ball or eventual buyer.
4. If, by chance, your item doesn't sell on the auction the item will be returned to you. Unfortunately, because of accounting purposes, we are unable to keep or use the item if it does not sell.
5. We ask that the value of the donated item be greater than \$25 if possible.
6. CentraCare Foundation will not be able to pay in part or full for any silent auction items or offer any type of trade/negotiation of event tickets for items.
7. A quality photo of the item will be needed for online bidding purposes by **November 6, 2020.**
8. **We prefer that physical auction items be picked up from your place of business by the winning bidder. If necessary, we can make arrangements to get the item from you prior to the event.**
9. Gift Certificates can be mailed to the CentraCare Foundation offices to be sent out to winning bidders. Please include a reasonable expiration date. If your donation is to an event or for a specific date, please describe your flexibility if the event or date of usage is canceled due to the Covid-19 pandemic.

Thank you again for your participation and support!

Please complete the attached form and return by **November 6, 2020** or visit our website at <http://www.centracare.com/foundation/events/holly-ball/> to complete a registration form online and email to spodens@centracare.com.



**Holly Ball Silent Auction Registration Form
Due by November 6, 2020**

Your Name or Company Name _____

Contact person _____

Address _____

Email _____ Phone _____

Item/Package to be donated: _____

Estimated Value \$ _____

Gift Certificate Expiration Date: _____

If your donation is to an event or for a specific date, please describe your flexibility if the event or date of usage is canceled due to the Covid-19 pandemic.

Detailed description of donated item (This will assist us in describing your donation in our online bidding and promotional materials. (i.e. dimensions, colors, etc.).

- I will provide the necessary certificate via **email**
- I will provide the necessary certificate via **mail**
- I need a committee member to create a certificate
- Winning bidder can pick up the item at my business

Mail to: CentraCare Foundation
1406 6th Ave N
Saint Cloud, MN 56303

Call (320) 240-2810
Email spodens@centracare.com

We will follow-up with you if additional information is needed for recognition.
Thank You!