**Silent Auction and 50/50 Tickets**

**Roles and Responsibilities**

Main Purpose of Assignment:

Two chapters are typically assigned this duty to work as co-chairs.

Gather 30 silent auction items to have displayed at the State Conference. Auction items should be substantial items that will generate money for the SHRM Foundation.

Each Chapter will donate at least one item valued at $100 minimum. Items should be brought to the Conference prior to the Thursday night networking event.

In addition to a chapter donation, each Chapter President or Foundation Director should be seeking auction items from their membership. Items should be

Item suggestions: Gift baskets; craft items; vacation packages; DVD’s or books; apparel; figurines or art items; electronic equipment (i.e. Kindle); gift cards; pictures/posters;

Goal for the number of silent auction items sought: 30 or more

Responsibilities of Chapter:

* Advertise and request silent auction items during the months of February and March
* Prior to the Conference, create a silent auction bid sheet. Indicate items, person or company donating and estimated value.
* Determine minimum starting bid for each item.
* Determine minimum increments for each item.
* Communicate with chapters regarding status of the items and/or need for more items.

At the conference:

* Meet with chapter host staff to discuss where items will be displayed and where they need to be placed at the end of the day (locked room)
* Gather and display items at the Conference location.
* Place bid sheets by each item with pen.
* Monitor the bids and the progress of the auction as the conference is held. As President to announce the auction, etc.
* Determine a closing time for all bids – make announcements.
* Once closed, determine winning bid.
* Treasurer collects money.
* Thank you notes to sponsors of auction items

50/50 Cash

Main purpose of assignment:

Provide extra money to the host chapter

* 3-4 people will be assigned to the 50/50 tickets
* One person will hold onto the 50/50 cash and the other two will be networking at the conference
* Tickets will be sold at the start of the conference
* During the Chapter Host sponsored party
* Winner will be announced at the end of the conference