HOW DO I DONATE?

- Donate by Wednesday, November 23rd
- Use the SILENT AUCTION DONATION FORM
- Questions on BIDDING AND WINNING

WHAT SHOULD I DONATE?

- We've put together great lists of ideas to inspire your donation.
  - TIME, TALENT AND TANGIBLES
  - MAKE, BAKE, COOK, CREATE
  - HOME AND GARDEN
  - GOOD TIMES AND TEAM FINDS
  - ASK WHO YOU KNOW

HOW AND WHY SHOULD I DONATE PTO?

- Employees can donate their additional PTO in 8-hour increments.
- In 2012, only 40 Hours of PTO will rollover.
- A static value is applied to all donated PTO.
- If you’re not going to use it, rather than lose it, DONATE YOUR PTO

DO I NEED TO UPLOAD A PHOTO?

- Photos are suggested if the picture will help sell the item.
- Take a photo and upload using the online form.

HOW DO I DONATE A TIME OR TALENT?

- Place an estimated value on the time or talent, including material costs if any.
- If the service is in the winner’s home, include the distance you’re willing to travel.
- Include parameters (dates or times) to help define when the service can be redeemed.
- If you want to create your own gift certificate, please provide this to the Silent Auction Committee. Gift certificates can also be created if you do not want to create your own.
- A receipt will be provide to you for the value of your item, as it may be tax deductable.
HOW DOES OUR TEAM DONATE AN EXPERIENCE?

- Select an amount of money your team wants to spend, include the value of the experience in your submission.
- Include the distance willing to travel.
- Include parameters (dates or times) to help define when the experience can be redeemed.
- Identify the number of people who can attend.
- A receipt will be provided to you for the value of your item, as it may be tax deductible.

WHERE, WHEN AND HOW DO I DROP OFF MY DONATION?

- If you’re onsite or offsite and have a donation, please send an email to silentauction@capella.edu