



- **General Information**
- **What are the donations supporting?**
- **When & where is the Silent Auction held?**
- **What types of donations are typical?**
- **Am I obligated to provide the donation if I submit a Silent Auction Donation Form?**
- **Donate an item to the Silent Auction**
- **Shipping for Silent Auction**
- **If I have donated a personal service, vacation home, or similar type of item, how do I connect with the highest bidder?**
- **How do I bid on an item?**
- **How do I know if my bid is the highest bid on an item?**
- **Can I volunteer to help out at the conference?**
- **Questions?**

### **General Information**

This year marks a milestone for the Association for Student Conduct Administration. Although there may be a new name and conference location; there is still the same desire to support our colleagues who serve to educate students and respond to disruptive behavior in our campus communities. We believe that the continued execution of the annual silent auction can help support our colleagues.

All individuals and organizations who donate items and/or services to the silent auction will be publicly recognized by ASCA. **WE NEED YOUR HELP!** Please join us in continuing to support this initiative by making a donation!

### **What are the donations supporting?**

Proceeds from the Silent Auction will go to the Raymond H. Goldstone Foundation, which exists to support professional development activities within the Association.

### **When & where is the Silent Auction held?**

This year, the Silent Auction will take place during the 2010 ASCA Annual Conference, February 3-7, 2010, in St. Pete Beach, Florida. All items will be on display at the Tradewinds Grand Island Resort and available for bidding at the following times:

<b>Wednesday, February 3, 2010</b>	Donation Collection
<b>Thursday, February 4, 2010 (Auction Opens)</b>	10:00 am – 5:00 pm
<b>Friday, February 5, 2010</b>	12:15 pm - 5:00 pm
<b>Saturday, February 6, 2010</b>	8:00 am – 12:30 pm
Winners posted	1:00 pm
Winners pick-up/pay for items	1:45 pm – 4:30pm

We hope you will stop by the auction. “BID HIGH, BID OFTEN!”

### **What types of donations are typical?**

We are looking for donations in all forms and values. They can be baskets filled with items such as institutional paraphernalia, books, coffee mugs, items indigenous to the area your institution is located, etc. Additionally, they can range anywhere from gift certificates for coffee shops to stays at vacation homes or institutional consultations. **NOTHING** is too small or too large!!

### **Am I obligated to provide the donation if I submit a Silent Auction Donation Form?**

Once you submit a description of an item to be auctioned, you have committed to provide that item to the highest bidder at the conference.

### **Donate an item to the Silent Auction**

Please fill out the Silent Auction Donation Form and attach pictures or any vital information to the form and mail it to:

Elizabeth Gallus  
Office of Student Conduct (HRC)  
8 Abbott Park Place  
Providence, RI 02903

You may also email all relevant information to Elizabeth Gallus at [egallus@jwu.edu](mailto:egallus@jwu.edu).

### **Shipping for Silent Auction**

**Please bring all items with you to the conference.** All items can be dropped off at the Tradewinds Grand Island Resort when you check-in at the conference registration table.

We understand that in some items are just too large (i.e. gift baskets), and therefore must be shipped. Under those circumstances please address the package as follows:

ASCA Annual Conference (Feb. 3-7, 2010)

**Tradewinds Grand Island Resort  
Hold for Mary Beth Mackin  
ASCA Silent Auction (Feb. 4-6, 2010)**

**5500 Gulf Blvd.  
St. Pete Beach, Fl 33706**

**If I have donated a personal service, vacation home, or similar type of item, how do I connect with the highest bidder?**

At the conclusion of the auction, the contact information of the highest bidder and the donor of the service will be exchanged through emails from the Silent Auction Committee. The bidder and donor are then responsible for setting up the details for any services provided.

**How do I bid on an item?**

Each item will have a specific ID number and bid sheet. After finding an item(s) you would like to bid on; please sign the bid sheet with your name, cell phone number, and your bid price. At the end of the auction, the highest bidder takes home the prize!

**How do I know if my bid is the highest bid on an item?**

There will be postings located in the hallway directly outside the room where the silent auction is located. You are required to pay for the item and take it (or the corresponding certificate) with you by 4:30PM (prior to the closing banquet).

If items won are not purchased and picked up by 4:30PM; the item will go to the second highest bidder. The second highest bidder will be notified during the closing banquet. All items not purchased and picked up by 9:30PM will be forfeited.

**Can I volunteer to help out at the conference?**

Absolutely! We are looking for volunteers to help us staff the booth, organize the donations, etc! If you are interested, please contact Elizabeth Gallus at [egallus@jwu.edu](mailto:egallus@jwu.edu) any time!

**Questions?**

For general questions or suggestions for the 3<sup>rd</sup> Annual ASCA Silent Auction, please contact Elizabeth Gallus at [egallus@jwu.edu](mailto:egallus@jwu.edu).