



Sample Auction Donation Letter

CHAPTER LOGO

Company
Address 1
Address 2
City, State Zip

Dear Name:

The Texas Exes CHAPTER will be hosting EVENT on DATE to raise funds for our local scholarship fund. Proceeds from the event will go towards scholarships for students from the AREA that are attending The University of Texas at Austin. With the rising costs of education, it is more important than ever that we help our local students achieve their dreams of a college education!

We hope that you will join us in this endeavor by donating to our silent and live auctions. Some of the wonderful advantages of donating to such a great cause are:

- For first-time donors or companies new to AREA, it is an excellent marketing tool to promote your business and brand yourself.
- Every donor will be acknowledged LIST WAYS THEY WILL BE ACKNOWLEDGED.
- The Texas Exes CHAPTER encourages all Texas Exes to patronize donors' places of business.

The Texas Exes CHAPTER prides itself on providing scholarships for AREA high school students who will attend The University of Texas at Austin. Each year, we award over \$AMOUNT in scholarships from our endowed scholarship fund.

Thank you for your careful consideration of our request. We look forward to your participation and support. Please complete the enclosed Auction Donor Form and return in the enclosed envelope.

If you have any questions, please contact our TITLE, CONTACT NAME, at PHONE NUMBER or EMAIL ADDRESS.

Kindest regards,

NAME
TITLE
EMAIL ADDRESS

Enclosures

P.S. I have included a copy of the invitation that was sent out to area UT alumni.

Sample Auction Donation Form

Chapter Logo
Auction Donor Form

For additional information, contact CHAPTER LEADER at EMAIL ADDRESS or PHONE NUMBER.

Texas Exes CHAPTER Chapter * 501(c)(3) Non Profit Organization * Tax ID # 74-1109640

Donor Name: _____

Company Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____

Item Donated: _____

Market Value: \$ _____

Full item description (for program): _____

Time limit, restrictions, and special instructions (if applicable): _____

Please check one: Tangible Item Certificate/Tickets

Please check one: Item is attached with this form Item will be mailed to the chapter
 Item to be picked up by the chapter

Donor Signature: _____ **Date:** _____

Silent Auction Rules

TEXAS EXES _____ CHAPTER

The Texas Exes _____ Chapter's Silent Auction will be held _____ at the _____ from _____ to _____.

Bids for the Silent Auction are placed by writing your first and last name, bid amount and phone number on the first available line on the bid sheet corresponding to the item number.

Bidding begins with the stated minimum bid. Silent bids must increase previous bid by the stipulated minimum increase or the bid will be invalid. Bids must be made by adults only.

The Silent Auction will close at _____. The Auction judge will be the sole authority on the auction.

Item winners will be contacted for payment and item pick-up immediately following the auction. Auction item payment can be made with a MasterCard, American Express, Visa, cash or check made payable to the Texas Exes _____ Chapter.

All payments are due in full by _____. The Auction judge reserves the right to sell unpaid items to the next highest bidder. All sales are final, and no refunds will be made under any circumstances.