Sample Auction Donation Letter

Dear Name:

The Texas Exes NETWORK will be hosting EVENT on DATE to raise funds for our scholarship fund. Proceeds from the event will go towards scholarships for students attending The University of Texas at Austin. With the rising costs of education, it is more important than ever that we help 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, 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 NETWORK encourages all Texas Exes to patronize donors’ places of business.

The Texas Exes NETWORK prides itself on providing scholarships for 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
Sample Auction Donation Form

 NETWORK Logo
Auction Donor Form

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

Texas Exes NETWORK * 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 NETWORK
                 □ Item to be picked up by the NETWORK

Donor Signature:_________________________ Date: ________________
Silent Auction Rules

The Texas Exes _______________ NETWORK’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 _______________ NETWORK. Each item winner will receive a donation receipt for their contribution to the Texas Exes _______________ NETWORK.

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.
Sample Network Survey

1. What types of events would you attend if they were offered by the Texas Exes Network?
   - Game watching parties
   - Thirsty Thursdays
   - Texas Independence Day Celebration
   - A cultural event at a local museum
   - Family-oriented event, such as a picnic
   - Business networking event/speaker series
   - Community service event
   - Sporting event, such as a basketball game

2. Which of the following times would you be more likely to attend a speaker/networking event?
   - Weekday breakfast
   - Weekday lunch
   - Weekday evening
   - Weekend

3. Which of the following speakers would be a draw for you to attend an event?
   - An Athletics speaker
   - University speaker (Dean, professor, etc.)
   - Local alumni
   - None, I don’t need a speaker to attend

4. Would you attend game watching parties for:
   - Football regular season games
   - Football bowl game
   - Basketball regular season games
   - Basketball tournament games (March Madness)
   - Baseball tournament games (College World Series)

5. Where would you be most likely to attend a Network event? (click all that apply)
   - Listing of areas in town

6. Are you currently a member of the Texas Exes?
   - Yes/No

7. Would you be willing to host a Network event in your home or place of business?
   - Yes/No

   - If yes, please list your name and the best way to contact you.
   - Would you be willing to serve as a volunteer with the Network?
   - If yes, please list your name and the best way to contact you.
If you have any additional feedback on what your alumni association can do to assist the unique needs of alumni in the Network, please let us know!