



KIP TONER BENEFIT AUCTIONS:
 Example Schedule of How to Procure Auction Items

Example 1- Your Morning Routine:

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| Time- | 8:00 AM | Stop by Starbucks on your way to work. <ul style="list-style-type: none"> ● Ask the manager to donate a gift basket or gift card. |
| | 8:30 AM | At work: Checking e-mails <ul style="list-style-type: none"> ● When replying to your mother, cousin, friend, etc., ask them if they could donate a week at their beach house or any services they provide. |
| | 10:00 AM | Staff Meeting: right before adjourning... <ul style="list-style-type: none"> ● Announce that you are helping a wonderful organization that needs item donations to help raise money at the annual auction. Explain what a good cause it is and offer suggestions of items that your co-workers could donate. |

Example 2- Afternoon Meetings:

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| Time- | 12:00 PM | Lunch meeting at the local bistro or café <ul style="list-style-type: none"> ● Ask the manager if he or she would donate a basket of baked goods or a catered business lunch. |
| | 2:00 PM | Speaking to a business vendor on the phone <ul style="list-style-type: none"> ● Ask the vendor if their business would like to donate their goods or services to your wonderful cause and don't forget to mention how many potential new clients would see their ad in the catalog! |
| | 4:30 PM | Stopping by the dry cleaners on the way home <ul style="list-style-type: none"> ● Give a Procurement Letter to the owner and ask for a year's worth of dry-cleaning as a donation. Explain how much you've enjoyed using their services over the years and that some lucky bidder at the auction could also become a loyal customer like you. |

Example 3- Evening Schedule:

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| Time- | 6:00 PM | Getting your oil changed at the auto station down the street <ul style="list-style-type: none"> ● Ask the manager if he would consider donating 6 months of free oil changes for your organization to get more repeat customers. |
| | 7:30 PM | Dinner with friends at your favorite restaurant <ul style="list-style-type: none"> ● Ask for the manager and explain how much you liked the meal and how wonderful it would be for a donation of a gift certificate or a few bottles of their featured wine for your auction. |
| | 10:00 PM | Watching the news <ul style="list-style-type: none"> ● Make a note of any news stories you see about local artists/vendors/practitioners that are mentioned for their great services or generosity and contact them the next morning. |