

Saturday, April 29, 2017

Sponsored by and Supporting the St. John Paul II Catholic Schools

Shanley

DEACON DINNER AUCTION 2017

Inspiring Traditions and Visions

5600 25th Street South, Fargo, ND 58104

A community inspiring excellence through faith, learning and service

2017 Solicitation Code Explanation

Letters to potential donors were recently mailed out mentioning that a solicitation volunteer (you) would be contacting them in the coming week(s) to inquire about their interest in donating to this year's Shanley Deacons Dinner Auction. Within your packet, you have been given sheets that list the donations of each potential donor from the past year (in the lower left-hand corner you will see these sheets as *MaestroSoft - Donor Report Summary 1 / Page [___]*). BEFORE contacting each potential donor, please become familiar with the donor's past donations and the specifics of those donations.

In looking at your solicitations, you will see a similar format shown below for each donation. Please note that the **Item Value** is what the actual value of the donated item should it be sold at retail cost. The **Sale Price** is the price for which the donated auction sold.

Donated on: 2/24/2015	Item Num: JP 607	Tracking #: 1314	Item Value: \$1.00	Sale Price: \$300.00	Item Solicitor:
Item Category: JP II/Shanley					
Item Name: Holy Spirit Fall Concert Seating					
Item Desc: Delight in this front pew seating at the Holy Spirit 2015 Fall Concert.					

Specific Auction Category Classifications

Donated on: 2/20/2015	Item Num: DS 1314	Tracking #: 1112
Item Category: Travel		
Item Name: Fort Myers Condo Stay		
Item Desc: Enjoy a vacation on the beach in a be redeemed between May 1 and		

It is very important to note the **Item Num(ber)** for each donated item as this particular coding will help you better understand the donated item from each donor. For example, following the **Item Number** you might see the following example shown on the left. **If the Item Number is followed by one of the following lettering codes, it was an item that was donated for the most recent Shanley Deacons Dinner Auction:** AH (Arts & Handcrafts), DS (Deacon Select Auction item), ES (Entertainment & Sports), FA (Fashion), FB (Food & Beverage), FM

(Family), HB (Health & Beauty), HO (Home), JP (John Paul II item), L (Live Auction item), OA (Electronics, Office, Auto), OL (Outdoor Living), TR (Travel). All other codes not shown above are explained further below.

TG – “To Get” Auction Donations from Previous Years

Donated on:	Item Num: TG	Tracking #: 2259
Item Category: Home		
Item Name: Straight Finish Nailer and \$200 Gift		
Item Desc: This Paslode 16 gauge straight finish certificate to stock up on your other		

If the Item Number is followed by the code TG, it signifies that this is a donation that was made in the previous year but NOT for the most recent Shanley Deacons Dinner Auction.

The code TG stands for “To Get”; those auction items that were solicited last year “to get” but the donor did not choose to provide. This information is provided to solicitors so that they are better informed as to what donors have given in the most recent years as various donors may provide items every other year. When soliciting from a particular donor, please note that some donors may only have items coded as TG on their sheet but they are still to be contacted.

' - ' – Packaged Auction Donations

Donated on:	1/13/2015	Tracking #:	1932
Item Num:	-		
Item Category:	Outdoor Living		
Item Name:	Water Lounger		
Item Desc:	Grab some friends and head out to Comes with sand bag and rope for		

Should the **Item Num(ber)** denote an item as -, it means the donor's contribution to the Shanley Deacons Dinner Auction was "packaged" together with either other donors' cash donations or the donor co-sponsored an auction item with another donor. These auction donations can be solicited for the upcoming Shanley Deacons Dinner Auction as the donor will be aware of their financial involvement in these "packaged" items.

SPECIAL NOTE: Those auction donations denoted with a -, but are identified as a single bottle of wine, are a component of the annual "Wall of Wine" (i.e. donors donate individual bottles of wine that are all packaged together into a Live Auction package). **These particular items can be ignored as there is an additional process to secure bottles of the wine for the annual Wall of Wine.**

X – Cash Donations

Donated on:	2/23/2015	Tracking #:	2907
Item Num:	X		
Item Category:	Cash Donation		
Item Name:	Cash Donation		
Item Desc:			

Should the **Item Num(ber)** denote an item as X, it means it was a cash donation from the previous year's Shanley Deacons Dinner Auction. **These items listed on a donor's sheet can be ignored as there are additional processes in place to solicit cash donations toward Cash Donor Groups, Pre-Party and general Auction sponsorship.**

Additional questions regarding the solicitation sheets, *MaestroSoft - Donor Report Summary 1 / Page [___]*, should be directed to the Shanley Deacons Dinner Auction Solicitation Chairs for greater clarification:

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