

2018 Clay County 4-H Silent Auction Guidelines

- The Silent Auction is open to all current Beginner, Junior and Senior Clay County 4-H members
- The 4-H Silent Auction is voluntary
- 4-H members may contribute 4-H projects to the Clay County 4-H Silent auction that meet the following criteria:
 - The 4-H Project was interview judged by the 4-H member on entry night
 - The 4-H Project received a purple ribbon
 - Only projects from the current fair may be contributed to the silent auction
- Silent Auction Projects will be eligible to go to State Fair
- Silent Auction Projects will be eligible for Clay County 4-H Best of Show
- The following types of projects will be excluded from the silent auction:
 - Clothing Projects
 - Eggs
 - Food Preservation Projects
 - Food Projects (bread, cakes, cookies etc....)
 - Horticulture Projects
 - Livestock Projects – including dog, cat, rabbit and fowl
 - Personalized Projects (ie family name, photos etc..)
 - Photography, except framed photography art
 - Posters, Educational Display, from any project area
- 4-H members may only contribute one 4-H project to the silent auction per year- this it to ensure the greatest number of 4-H'ers have an opportunity to contribute
- 4-H members will receive 75% of the auction proceeds for their project, 25% will go to the 4-H Leaders association
- 4-H members will be responsible for setting a minimum bid for their project when it is contributed to the auction (consider the cost to make the item, your time etc. and what a reasonable price would be if purchased in the store)

Process for Contributing Items to the Silent Auction

- 4-H members who wish to contribute their purple ribbon, interview judged 4-H project, will bring the project to the designated Silent Auction area of the exhibit hall and check it in with a committee member after the top entry card is removed and ribbon sticker is placed on the entry card by the committee member assisting the judge.
- 4-H members will fill out an information sheet about the project and set the minimum bid they are willing to accept for their project at the silent auction check in table
- Acceptance of Silent Auction Items will close 15 minutes after Project Area Judging has been completed
- The Silent Auction Committee will randomly draw 8 Beginner, 8 Junior and 8 senior 4-H projects to be placed on the silent auction – this is to ensure that the silent auction is manageable for building volunteers
- If two or more projects that are very similar, (i.e. a 4-H club held a project day and several members made the same project) the Silent Auction Committee reserves the right to redraw

between the similar items and place one of the similar projects up for auction. This is to ensure a wide variety of projects are available for the silent auction.

- Projects not randomly drawn for the Silent Auction will be returned to the Display Committee for display with the other 4-H projects
- Selected Silent Auction 4-H projects will be placed on a designated table/area of the exhibit hall for the public to begin the bidding process when the exhibit building opens on Thursday.

Responsibility of Volunteers who supervise the 4-H exhibit building

- Each club is responsible for providing volunteers according to the schedule set the by the 4-H Leaders Association to watch the exhibit building during the hours it is open.
- These Building Volunteers will be assigned the task of registering bidders who wish to participate in the 4-H Silent Auction
- Building Volunteers will explain the bidding process to the bidder
- Building Volunteers will hand out an instruction sheet to the bidder at the time of registration which explains what to do if they receive the winning bid for an item
- Building Volunteers will monitor the display area to ensure the safety of the silent auction items as they would for all displayed exhibits.

Process for Bidders

- The 4-H Silent Auction will be for open for bidding during the time the exhibit hall is open
- All bidding will end when the building closes on Saturday night
- Bidders will need to provide their name, address and working phone number in order to receive a bid number
- Bidders may bid on as many items as they wish and as many times as they wish
- 75% of the proceeds will go to the 4-H member and 25% to the Clay County 4-H Leaders Association
- Winning bidders will be contacted by the 4-H member after a 4-H Project is sold to arrange pick up/delivery of the 4-H project
- Checks will be made to the **Clay County 4-H Leaders Association**
- The Clay County 4-H Leaders Association will reimburse the 4-H member his/her portion of the proceeds from the auction
- If a project is damaged in route to or from the South Dakota State Fair or at the County Fair, the bidder will not have to accept the project.

4-H Member Responsibilities following the Silent Auction

- On Sunday morning during project check out, 4-H members who have a project in the 4-H Silent Auction, will report to the Silent Auction area to pick up their project and contact information for the winning bidder from the Silent Auction Committee
- 4-H members will be responsible for contacting the winning bidder within 3 days of the auction ending
- 4-H members will be responsible for arranging delivery or pick up of the 4-H project sold
- 4-H members should strive to get projects won in the silent auction to the winning bidder within 3 days of the close of the auction if the project is not going to be sent to state fair.

- 4-H members may send silent auction items to the State Fair, but they will need to let the winning bidder know that the project is going to State Fair and that delivery of the item will be delayed until after the close of the State Fair.
- Items not reaching minimum bid will be returned to the 4-H'er and may be entered in the state fair

Silent Auction Committee Responsibilities

Develop Silent Auction Forms for the 4-H'er to fill out

Develop Bid Sheets to be used to record bids

Develop Tip Sheet for Bidders

Complete randomized drawing of projects for each age division

Display Silent Auction Items

Check Projects into the Silent Auction on Wednesday night and out of the Silent Auction on Sunday morning

Take notes and suggestions for improvement during the event and bring to 4-H Leaders Association for consideration

Formalize a list of winning bidders contact information, bid amount due and Item won so that the 4-H Leader Association Treasurer can track payments from bidders and payments to 4-H'ers for their portion of the proceeds