



2016 “Go-Getters” Committee Overview, Details and Forms

Golden Civic Foundation’s 41st Annual Gala & Auction – November 12, 2016

July 11, 2016

Dear Go-Getters,

Thank you so much for volunteering to solicit items for the 2016 Golden Civic Foundation auction. As you may know, all of the proceeds from this annual event are distributed to local non-profits, schools, and city departments who submit proposals to the Foundation. We typically receive proposals for more than twice the level of funds that we are able to raise. These organizations have benefited greatly from our efforts in the past, and we will be working hard to meet this year’s needs as best we can.

Helpful Hints:

- We mailed the introduction letters on Monday, July 11 via nonprofit bulk mail so they should receive the letters by the end of the week.
- Once these businesses receive this mailed letter, it is helpful to get started right away, as many times the approval process can be somewhat time-consuming and we may be competing with school groups if we wait too long!
- If you would like to contact a business/organization not on your assignment list, please check with Brian Reed first so we don’t have multiple volunteers contacting organizations.
- When filling out the Auction Acquisition Form (last page of this document), please make sure the donor’s name is spelled correctly so the program listing will be correct.

Again, thank you for volunteering to help with this event, which has become one of the highlights of the year for those who love and support this community.

Sincerely,

Bonnie Midkiff, Go-Getter Committee Chair
Colorado Business Bank
BMidkiff@CoBizBank.com
(303) 829-3656

Heather Schneider, Executive Director
Golden Civic Foundation
Heather@GoldenCivicFoundation.org
(303) 974-0994

Brian Reed, Community Relations Director
Golden Civic Foundation
Brian@GoldenCivicFoundation.org
(720) 233-7333

Attachments:

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- Donor Acquisition Form – *page 4*
- Generic Request Letter – *page 5*

Additional Details

Your Assignment

At our initial kick-off meeting on June 9, we distributed gold and blue colored papers with the businesses and/or individuals that you agreed to contact. A few things to keep in mind when you're contacting businesses:

- Check to make sure you have a physical sheet of paper for each business that you are assigned as the GCF Solicitor.
- Keep this sheet updated with contact information and conversations, emails, phone calls etc. This will be helpful as we try to capture this important data to transfer to a more efficient database next year.
- Do you want to take on any other businesses? That's fantastic! Just let us know who you reach out to so we can add to our database.
- Are there businesses not listed here that we should add?

If you haven't received any sheets, please let Brian Reed (Brian@GoldenCivicFoundation.org) know and he will get these to you. We use this method to try and avoid having more than one volunteer contact a business – we don't want to annoy our potential donors. If you have any questions about whether a business has been assigned to you or another volunteer, please let us know!

Deadline: October 24, 2016

Having items in by October 24 allows us enough time to make sure items get entered into the program correctly. Items coming in after that date increase the risk of errors, or potentially not getting into the program. By making their donation by this deadline, donors will get the most pre-event publicity for their donations since they can be listed on the website, so please encourage your donors to give you their items by OCTOBER 24 if at all possible.

Acquisition Form Directions

- **ACQUISITION FORM:** The acquisition form is on the last page of this document. Please give to Brian Reed for input into the auction software. Please make sure the donor's name is spelled correctly so the program listing will be correct.
- **GIFT CERTIFICATE:** If the donation is a gift certificate, please note on the acquisition form whether the donor will provide the gift certificate or whether we need to generate a certificate from our software.
- **ITEM DISPLAY REQUESTS:** If the donor has any special display requests, please note them on the form (for example, some donors may give you a display rack for their items that they want to have returned to them after the event.)

Delivery of Items

Please deliver items to the office at 1317 Washington Avenue, side door entrance (our office is in the back of Dr. Rick Goad's Dentist office next to Bent Gate). The office should be open Monday – Thursday from 8:00 a.m. – 5:00 p.m. You can leave items inside the office if we are not there, but please make sure the acquisition form is attached to the item so we know where it came from! You may want to call one of us before you drop off items just to be sure the office is open – we can make arrangements to meet you there late afternoons, evenings or weekends.

Fun Facts

Founded in 1970, the mission of the Golden Civic Foundation is to build a better Golden by supporting Golden's schools, cultural, social services, clubs and civic organizations. From the downtown streetscape and public art that graces city streets and walking paths, the sponsorship of community events and the support of downtown revitalization efforts, the Foundation has invested more than \$5 million in Golden and is committed to helping Golden remain a wonderful place to live, work and play!

- The Golden Civic Foundation is a 501(c)(3) non-profit organization founded in 1970 for the purpose of raising funds and improving the Golden community.
- The annual dinner and auction is the major fundraising mechanism of the Foundation's grant program. The net proceeds of the auction are returned to the community through the Foundation's grant program. In 2015, the Foundation gave over \$80,000 to 38 different non-profit organizations in Golden.
- The 41st Annual Auction and Gala will be held at the Marriott Denver West on November 12, 2016 starting at 5pm.
- The auction is a wonderful event: great food, good fun and a social night out. Many consider the evening to be THE EVENT OF THE YEAR! A formal invitation is not required for those wishing to attend and anyone can register to attend on our website.

- All donors will be recognized. At a minimum, we will have recognition on the Foundation's website, social media, and in the auction program. If any donor wishes to remain anonymous, please note that on the acquisition form.
- Each donor should receive a copy of the acquisition form and this may be used as the receipt for tax purposes. The Foundation also provides a thank you note for all donations and a receipt that meets the IRS regulations for donations with a value of \$250.00 or more, as estimated by the donor.
- Please refer people to our website if they have further interest in the Foundation at www.GoldenCivicFoundation.org and/or give them one of Heather Schneider's or Brian Reed's business cards.

Committee Contact List *[as of July 11, 2016]*

Note: We would love to add more people to the Go-Getter committee! Please let us know if you have anyone who might be interested and we'll reach out to them.

Name	Email	Phone
Heather Schneider Executive Director Golden Civic Foundation	Heather@GoldenCivicFoundation.org	(303) 974-0994
Brian Reed Community Relations Director Golden Civic Foundation	Brian@GoldenCivicFoundation.org	(720) 233-7333
Bonnie Midkiff Go-Getter Committee Chair	bmidkiff@cobizbank.com	(303) 829-3656
Vicki Wagner	vwagner.golden@comcast.net	(303) 618-4011
Marcia Claxton	mclaxton@cityofgolden.net	(303) 621-5133
Pam Waltz	pamwaltz@me.com	(303) 913-5205
Pat Madison	pat@goldensoftware.com	(303) 279-1021
Joy & Jack Brandt	joy@joybrandt.com	(303) 378-7800
Marv Kay	mkay@mines.edu	(720) 270-2503
Dan Lewis	coachdanlewis@gmail.com	(720) 530-2782
Tracy Gardner	tgardner@mines.edu	
Esther Kettering	esther.kettering@cushwake.com	(303) 956-0444

Golden Civic Foundation
P.O. Box 1538
Golden, CO 80401
www.GoldenCivicFoundation.org



Auction Acquisition Form

DONATION INFORMATION

Auction Representative

Name or Business Name

Name to Appear in Catalog

Donor Address

Email Address

Phone Number

Signature (required)

Donation Is:

Company

Personal

Other:

Detailed Description: Include restrictions in trips, tickets and travel, size, color, and other information to ensure proper understanding of donation.

Expiration Date: _____ Value = \$ _____

Please provide illustrative materials on your donation that are suitable for display at the auction (if applicable)

My donation(s) will be mailed.

Please have a representative call me for pickup or delivery options.

Donations to the Golden Civic Foundation, a non-profit organization, are tax deductible as provided by Federal Law. The Foundation in no way validates estimated donor value. This donation becomes the property of the Golden Civic Foundation and is to be offered for sale at our Annual Auction. Proceeds go to the Golden Civic Foundation.

Thank you for your support!



P.O. Box 1538
Golden, Colorado 80402
www.GoldenCivicFoundation.org

July 11, 2016

Dear Friends:

Please Help Keep Golden a Great Place to Live and Work by Supporting the Golden Civic Foundation Auction

For over 40 years, the Golden Civic Foundation has hosted an Annual Gala and Auction to raise money to support all of Golden's public schools, charitable organizations, museums and cultural centers as well as a variety of projects to enhance the quality of life in our remarkable community. Since our first auction in 1971, we have donated over \$5.1 million of our auction proceeds to nonprofit organizations in the greater Golden area.

How Can You Help?

The Golden Civic Foundation will be hosting our 41st Annual Auction and Gala on November 12, 2016 at the Denver West Marriott. **As part of our Golden family, we hope that you will support our event by donating an item or gift certificate, becoming an event sponsor and/or attending the event.** The money we raise through our auction proceeds and business sponsorships is vital to our ability to help continue our mission focused on the betterment of the City of Golden.



***Please Note:**

1. All donations, sponsorships and registrations can be logged and paid for on our website, www.GoldenCivicFoundation.org. (follow the prompts to the Auction page). Alternatively, please feel free to contact either Heather Schneider or Brian Reed (contact information below) if you have any questions or need additional information.
2. All donors will receive publicity in the Golden Transcript, our website, and in the program provided at the event.
3. The value of your donation may be tax-deductible: The Golden Civic Foundation is a 501(c)(3) organization. Tax ID #23-7064045.

We realize that you receive many requests from worthwhile causes, but with one donation to the Golden Civic Foundation, you will be able to support a wide array of organizations that serve the Golden community.

Thank you for your past support and for your consideration of this request. Always please feel free to contact either Heather Schneider or Brian Reed if you have any questions or need additional information.

Sincerely yours,

Heather Hahn Schneider, Executive Director
Email: Heather@GoldenCivicFoundation.org
Phone: (303) 974-0994

Brian Reed, Community Relations Director
Email: Brian@GoldenCivicFoundation.org
Phone: (720) 233-7333