

GCF Go-Getter Donation Process

Arm yourself with GCF Info - <http://www.goldencivicfoundation.org/get/>

Remember we mailed businesses Solicitation Letter on 7/11/16

- ★ Go Getter has received printed info sheet of what businesses they are to solicit - or some sort confirmation from Bonnie, Brian or Heather... This information should contain what that each business has donated in the past and who the main contact is (or at least was at the time of our last interaction)
- ★ Go Getter determines who the key decision maker is in the business and plans best time and the best approach to “solicit”
- ★ Once donation is received GG fills out Auction Acquisition Form
http://www.goldencivicfoundation.org/wp-content/uploads/2016/07/2016_GoldenCivicFoundation_Auction-Acquisition-Form.pdf
 - ★ If business would prefer, they can fill out an online form noting the donated item, and we can then go pick it up. Online form is: <https://goldencivic.ejoinme.org/donate>
- ★ GG brings item and form and gives it to Brian.
- ★ Brian emails and thanks donor noting more official thank you will be sent
- ★ Brian enters item into Greater Giving associating it with correct category and updates the business contact, updates the GCF GG or solicitor, determines if photo is needed or immediately available.
- ★ Donations are logged as *ITEMS* in Greater Giving and will then need to be made into *PACKAGES*. Packages can be single items for silent (or live) auction or we may combine multiple *ITEMS* into a *PACKAGE*.
- ★ Brian will be responsible for storing all donations either at GCF office or Visitor Center storage
- ★ Emails will be sent periodically to update Go-Getters on progress being made.
- ★ Formal emails will be mailed to all donors around auction time which will contain more specific tax deduction related information, etc.