

## 2022 SRW Silent Auction Item Donation Guidelines

### GSBS Scholarship Eligibility

The Graduate Student Association will have a silent auction during Student Research Week (March 8<sup>th</sup>-11<sup>th</sup>, 2021). The funds raised from the auction will go towards GSBS scholarships. Graduate students from ALL campuses (Lubbock, Amarillo, and Abilene) are eligible to win the scholarship.

In order to do so, ALL of the following criteria must be completed:

1. Presented a virtual poster at SRW
2. Presented a physical poster at an in-person open poster session during SRW
  - a. First year students not presenting can substitute two hours of volunteer work for the first two requirements
3. Volunteered for at least **two** hours during SRW (Food setup, volunteer at the vendor show, run the registration table, banquet set up or tear down, etc.)
4. Provided at least one donation for the SRW auction (see guidelines below)

**\*\*\* Completing these 4 criteria will give you ONE entrance in the scholarship drawing. The more you volunteer and donate – the higher is your chance of winning the scholarship! Your name can be entered into the drawing maximum 5 times (example: you contributed 5 donations, volunteered 10 hours during the SRW and presented at both the virtual and open poster sessions).**

### Donation Item Guidelines

***Please respect the deadlines!***

1. Objects, services, and experiences are welcome
2. Minimum **\$25** value per item
3. ALL the items need to be approved by the SRW auction committee:
  - a. Submit ALL the item ideas to the GSBS office (or email [dalia.martinez-marin@ttuhsc.edu](mailto:dalia.martinez-marin@ttuhsc.edu) or [emily.vanderpool@ttuhsc.edu](mailto:emily.vanderpool@ttuhsc.edu)) by **Friday, February 18<sup>th</sup>**
  - b. Notification whether the item got approved will be sent by **Friday, February 25<sup>th</sup>**
4. ALL approved items must be registered and signed by donor by completing “**Student Research Week Banquet Donation Form.**” This form can be found in the GSBS office, on the GSA website, attached to the SRW auction email sent to all students; you can also email GSA officers.
  - a. You will need 2 copies of the document: One goes to the donors for tax purposes and one to GSBS. You can make a copy of the document or fill out two forms.
5. Fill out the Google Doc: [SRW Silent Auction Items](#)
  - a. If you are donating food, please put any known allergens (nuts, gluten, dairy, etc.)
6. ALL donations MUST be turned in to the GSBS Office by **Wednesday, March 2<sup>nd</sup>**
  - a. If food item or if you are coming from a campus other than Lubbock, please contact GSBS Office or Dalia ([dalia.martinez-marin@ttuhsc.edu](mailto:dalia.martinez-marin@ttuhsc.edu)) or Emily ([emily.vanderpool@ttuhsc.edu](mailto:emily.vanderpool@ttuhsc.edu)) to further discuss the drop-off time.

### \*\*\* For Amarillo and Abilene Campuses\*\*\*

1. Volunteering: Students can complete their volunteer work any time during the week (Tuesday-Friday), including helping out with the banquet.
2. Silent Auction: Please follow the guidelines from above and bring your item the day you come to Lubbock prior to the banquet. Please email [dalia.martinez-marin@ttuhsc.edu](mailto:dalia.martinez-marin@ttuhsc.edu) or [emily.vanderpool@ttuhsc.edu](mailto:emily.vanderpool@ttuhsc.edu) if you plan to volunteer and/or bring a silent auction item so the details can be worked out and we know you are helping.

Students that fulfill the minimum requirements listed above will be entered in a drawing for student scholarships at the end of SRW. We will provide as many \$500 scholarships as possible from donations and the money made from the silent auction.

**Thank you!** We hope you all can find donations and be eligible for scholarships!

## **Donation Item Ideas and How to Approach Businesses**

The best way to get donation items is to ask local businesses if they would be willing to make a donation to be used to raise money for TTUHSC graduate student scholarships. You can explain that we will be hosting a silent auction at our SRW banquet, which helps facilitate interactions between students from all campuses, faculty, and keynote speakers in a relaxed and friendly environment. Their contribution will help support our graduate students. For some businesses they may want an official donation request letter. The GSA has drafted a **business donation letter**, available as a word document, for you to use. This form can be found in the GSBS office, on the GSA website, attached to the SRW auction email sent to all students; you can also email GSA officers. **You will need to add the business name/person you are trying to contact, your contact information, and sign the bottom (highlighted region- take highlight off once you have filled in the information). If you are from Amarillo, or Abilene you will also need to change the address at the top to your TTUHSC campus location.** If you are requesting something specific you may also add it to the letter. Please print this letter on the official GSBS letterhead (available in the GSBS office and at each campus) or add the approved TTUHSC symbol in the top right-hand corner to be printed on normal paper.

Below are some ideas for donated items (some of these were done last year but you can be creative and do something new). **Ideas for donated items:**

1. Texas Tech game tickets or box seats
2. Signed sports equipment
3. Wine and cheese tasting platters or wine tastings
4. Frozen Yogurt gift cards
5. TTU Coach themed items
6. Texas Tech gear/clothing
7. TTU Golf Bag
8. Gift cards for Texas Tech bookstore
9. License to carry instruction course
10. Lunch or dinner for two at the funky door
11. Rounds at Rawls golf course
12. Painting with a twist gift cards
13. Altitude pass
14. Massages (rec or other places)
15. Donations by vendors
16. Cactus theater gift cards or shows
17. Alamo Drafthouse- movie for two
18. Texas Tech artwork/ artwork in general
19. Palo Duro Texas Show tickets
20. Other things for kids, couples, families, students, etc.
21. Music performances
22. Gift Baskets of any type
23. Homemade dinners
24. Main Event Pass
25. Board and Brush Gift Card
26. Fitness Classes (iLOVEkickboxing, Orange Theory, TTU Rec pass (or their outdoors trip))

If you have any questions, please contact Dalia, Emily, Ashlee, or Ash in the GSBS office!