

Selecting Auction Proceed Recipient(s):

- Create a page on the conference website for the auction with an explanation of the auction and directions for how to apply to receive the proceeds.
- Require applicants to submit application by 5pm on the last day of February. Auction committee to review applications and present summary (with proposal for who should receive proceeds) to conference committee at the next conference committee meeting. Conference committee to vote whether to approve the proposed recipients.
- Recipients to be selected prior to the development of the conference brochure so that recipients can be identified. Early selection will allow recipients to be specifically named and their work described while soliciting donations.

Proposed Application Request Language:

The 2018 Tri-Association Conference will again include a Silent Auction that will benefit local chapters of non-profit Engineering groups. Student organizations are encouraged to apply and will be given special consideration. The auction is held over two days of the conference in the Exhibit Hall. Auction items are donated by organizations participating in the conference, individuals, and area businesses. The auction typically raises \$1,000 to \$2,000 for the benefiting organization(s).

To be considered as a recipient of the 2018 Tri-Associate Conference proceeds, please apply as described below. Applications should be sent to Erica Whorley at Erica.Whorley@cbre.com. Applications must be received by February 28, 2018. Benefiting organizations are expected to assist with organization of the auction by soliciting donations and/or by volunteering at the conference and are encouraged to participate in the conference (conference participants and volunteers must register for the conference). Recipients will be selected by June 1, 2018. Multiple organizations may be selected.

Submit a one-page written application that:

- Identifies the applying organization including official organization name and mailing address, 501-3c or other charitable organization status
- Charitable organization's benefit to the community at a local, regional, state, national and/or international levels
- Identifies charitable organization's past achievements and how they benefited the community
- Describes, how, if selected, the funds will be used, including description of the organization's current and future work (local and international, current stages of projects, etc.)
- Describes the organization's availability to assist with the silent auction including availability to help the days of the auction, to solicit donations, and to contribute items.
- Provides contact information for the organization representative including contact name, contact email, and contact phone number.