



**VIRGINIA HEALTH INFORMATION MANAGEMENT
ASSOCIATION
POLICY & PROCEDURES**

POLICY:	Silent Auction – Annual Convention		
EFFECTIVE DATE:	August 1, 2004	REVISION DATE:	May 2011

1. Solicitation process should begin at least 6 months prior to convention. When soliciting be sure to indicate the cause, i.e. money is being raised for scholarships and FORE.
2. For money received from the Silent Auction, 50% will be sent to FORE and the remaining 50% will remain in the VHIMA accounts.
3. Develop a listing of Silent Auction donations that describes the items, the estimated retail value and who donated the item and forward to the Arrangements Chairman for inclusion in the program.
4. Acknowledge exhibitors who participated in the Silent Auction in the Vendor Directory.
5. Of the total items collected, half of the items are auctioned on the first day of the Silent Auction and the remaining half on the second day. Bid sheets should be prepared for each item, including a minimum starting bid based on value of item. The Auction will close at the end of the afternoon break each day. Winners will be notified immediately following the break. Payment is collected at the time the winner receives their gift. All money is forwarded to the Treasurer and a report is made to the Arrangements Chairperson.
6. Following the convention, send a thank you letter to all who donated to the Silent Auction.