

CAVES for kids

MARCH 7 - 13



**THANK YOU FOR
JOINING FORCES
WITH US!**

Office Auction

Get your colleagues together for an online auction – it's a fun and creative way to fundraise and build team engagement!

HOW TO:

Step 1. Collect donations from your employees (see examples on page 4): Send out a company wide email asking your colleagues to donate items that can be auctioned off and encourage them to get creative with it!

Step 2. Compile your donated items, create descriptions, set minimum bids and donation increments.

Step 3. Decide whether you're going to host your auction using an online auction site or live online using a video conference platform. You can find instructions and helpful tips for both of these options on page 3.

Step 4. You're now ready to go live! Share your auction with your colleagues and promote bidding!



Online Auction

Hosting your auction online gives your employees the flexibility to bid over an extended period of time.

How to:

Step 1: Once you've collected all of your donations, head to <https://trellis.org/> and follow the steps to create your free online auction page. The Trellis team will assist you every step of the way.

Step 2: Add your donated items, photos, minimum bids and bidding increments to your page.

Step 3: Auction is live, it's time to start bidding! Share your auction with your colleagues and promote bidding!

Step 4: Once your auction is closed, contact the winners to distribute the items.

Live (Virtual) Auction

Hosting a live auction is a fun way to bring all of your colleagues together in support of a meaningful cause.

How to:

Step 1: Once you've collected your donations, set a date & time and add it to your colleagues' calendars.

Step 2: Create a fun and engaging slide deck that shares the items, enticing descriptions and minimum bids.

Step 3: Use an online video conference platform to bring everyone together and share your slide deck while prompting your participants to make bids in the chat.

Step 4: Once your auction is closed contact the winners to distribute the items.

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Holland Bloorview | Kids Rehabilitation Hospital



Donation Suggestions:

Here are just a few examples of items your employees can donate, but encourage everyone to get creative with what they can offer!

- A day-off donated by a senior team member
- A prime office parking spot or private window office for a week
- Lunch or coffee dates on you
- Share one of your hidden talents by hosting a virtual class. *Example: baking, knitting, painting, piano or guitar lessons*
- Invite one of your colleagues to join you for a day of golf at your club
- Share your work expertise! Are you the employee with the cleanest email or budget? Offer to help out your colleagues
- Share your cottage or vacation home



*THANK YOU
THE JOURNEY TO A
BRIGHTER FUTURE
WOULD NOT BE POSSIBLE
WITHOUT YOUR SUPPORT*