

CJHF 2020 Auction Basics!

Online Auction

August 18-22, 2020

Captain Joseph House Foundation Auction 2020

Due to the COVID-19 restrictions we will be holding our 8th Annual Captain Joseph House Foundation Auction online! Captain Joseph House will be the headquarters for the event via Facebook, Website, Email and Instagram. Plan to join us for this fun and new *fundraising* adventure!

Join the Group Facebook at CJHF Auction. Starting August 1, we will be posting bidding information, photos of items, acknowledging our sponsors and other details about this Online Auction.

If you do not have Facebook and want to view and bid on our auction items, please contact us at cjhfauction@cjhfh.org or call at either 360-460-7848 or 360-460-4079 for a photo file and instructions for bidding. When leaving a phone message include your email address!

If you see an item of interest and you would like to request additional information please send an email to cjhfauction@cjhfh.org along with the item number(s), your question and your contact information.

There are 113 items in this year's auction. We have some of our Auction favorites including; an electric bike, fresh baked goods, surprise Patriotic balloon with items from \$20 to over \$100, load of firewood, load of gravel, local caught fish, baked cakes, pies and jams, overnight and week-long "getaways"! We have some new items as well such as a 4-night Golf Package to Tuback Golf Resort and Spa, AZ, a Carousel Horse Poster, from the 1985 Ventura CA County Fair, a 1-night Golf Package to Gold Mt., Bremerton, beautiful needlework, incredible themed gift baskets and much more!

There will be a *Fund-A-Need* Auction item for those who wish to make a philanthropic donation at any time during the Auction week. We thank you in advance for your generous donation to support our Gold Star Family's respite week including travel, room, board and recreation and the funds needed to cover operations for the House that provides this unique opportunity. Your donation is a meaningful gift as we Honor our Fallen Heroes and Care for Their Families Left Behind.

Units:

Items will be placed into "Units". There will be 16 units with 7 items in each for a total of 113 items. Fund-A-Need is located in "Unit 8". An Auction Item List will be available on Facebook, Website, Email and Instagram. If you are participating through the Email method, request a list when you contact us.

Each Unit will be assigned a "Closing Time" and those times will be included on the Auction Item List. We will begin closing items from "Unit 1" first.

We will close "Units" every ½ hour beginning at 9:30 am on Saturday, August 22, 2020. The CJHF Auction will end following the last item sold to the highest bidder in "Unit" 17; by 6 pm, Saturday night on August 22, 2020.

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Bidding:

Placing a bid can work one of two ways. Facebook * or Email **

Please understand that this auction is **NOT EXCLUSIVE** to Facebook members. We will work with **ALL** members of the community whether they have Facebook or not. Read below on how we will make this happen!

Bidding will open when all items are posted on the CJHF Auction Facebook group page, which will occur on the morning of Tuesday, August 18, 2020. There will be (pending) individual items posted.

For bidders planning to use the Email bidding option, contact us at cjhfauction@cjh.org with your request to have a copy of the Auction Item List and the Photo File of items.

Bidding will stay open until Saturday, August 22, 2020 when we will close "Units" at their designated time slot. (See Auction Item List) The assigned "Closing Time" begins a countdown on each item within that "Unit".

Auction Administrator may at his/her discretion, extend the closing time on an individual item due to a 'frenzy' of last minute bidding. This is a fundraiser so we need to be flexible!

If 20 minutes have passed and bids are still coming in for that Item, the Auction Administrator will make a comment on Facebook that this item's closing time has been extended by 5 minutes. Any email bidders will be notified by telephone call and email regarding the time extension allowing email bidder to make additional bids as well.

Each item will stay OPEN for bidding until there have been no new bids for 5 minutes. If there are no new bids during that last 5 minutes; the auction administrator will declare that item CLOSED.

A bidder using Facebook will see the comment CLOSED item and a CONGRATULATIONS comment for being the winner with the highest and last bidder.

A bidder using the email method will receive a telephone call/email informing that individual's item is CLOSED and CONGRATULATIONS for winning with the highest and last bidder.

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As stated above, items will be organized by “Units”. There are a few ways to navigate through the Facebook page to view items.

- 1) **Unit Tab:** Recommended Method. The first option would be to find the “Unit” tab within the Facebook group.
 - a. On a CPU browser, this is located in the left hand toolbar below the group name (pending) and Discussion tab.
 - b. On a smartphone app, this is located below the group name and above the “post” section. Once you select the “Unit” Tab, you will be able to scroll through each “Unit” and item in numerical order. To view or post a bid, select the comment section under the item. Leave a comment with the Item# and the bid amount. Your name will automatically be attached to your bid.

- 2) **Photo Tab:** Another way to view all items would be by selecting the Photo tab within the group. This will display all photos within the group. They will not be organized by unit or item number. However it is a way to view all items and some might find this easier to find items they might be interested in. To place a bid, select the picture of the item and post a comment with the Item# and bid amount in the item’s comment section.

Bidding on an item is made through making a comment under auction items of interest!

Example:

Item # 46 Load of Firewood, Donated by John and Jane Doe Value: \$250 and a picture

Comment: John Doe \$45

Comment: Jane Doe \$65

Bids will be tracked in the comment section below each individual Auction item

****To place a bid WITHOUT Facebook:**

To place a bid without Facebook, please send an email to (pending) with the item#, bid amount, and a contact name and phone number. The Auction Administrators will then place the bid for you on Facebook. Placing your bid on an item will trigger our response on the day of bid closing.

On Friday night, August 21, 2020, the Auction Administrator will call you between 5pm to 7pm providing the status of your bid on your auction item(s). At this time you will have the opportunity to email another bid. It is best to follow up with a telephone call to Auction Administrator at 360-460-7848 or 360-460-4079 to confirm your email arrived timely. Feel free to call in again at 9am for information on the status of your bid on your auction item(s). Additional bids must come in via your email. You are responsible for confirming the bid was received during the final thirty minutes of bidding on your “Unit”/item(s).

You must be available by phone and/or email to stay active in the bidding on Saturday.

IF YOU WIN THE BID:

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You will be tagged in the comment section of the item you won if your bid was placed on Facebook or you will be called/emailed if you placed a winning bid via email.

Items will be available for pick-up at Captain Joseph House Foundation, 1108 South Oak Street, Port Angeles, WA. Pick-up can be arranged as soon as first items are closed and paid beginning Saturday morning through Sunday, 6pm.

Arrangements for payment, pickup or delivery must be completed by 9 pm, Saturday, August 22, 2020. If arrangements have not been made the Auction Administrator will begin contacting the next highest bidder on Sunday, August 23 at 10am for payment and pickup of items.

All winning bidders are encouraged to pay for their items via card by 9 pm Saturday night and pick-up their items on Saturday and Sunday. Prior arrangements allow for payment on Sunday via card, check or cash. There is no cost for heavy or large items delivered on the Peninsula or for mailing to any address for items such as certificates.

You agree to pay the cost of shipping for any heavy or large items to be sent beyond the Peninsula if you are unable to pick-up your item(s).

Contact us at cjhfauction@cjhf.org or by calling 360-460-7848 or 360-460-4079 to speak with the Auction Administrator for more information or if you foresee any issues that would prevent your bid payment and pick-up of your item on Saturday or Sunday.

Payments:

Cash, Credit (Visa, MC, and Discover), Debit Card or Check will be accepted upon pick up.

Text GIVE at 360-318-7296 (Include item number and \$ amount to identify your winning bid)

You can also make a payment by visiting www.CaptainJosephHouseFoundation.org . Go to the Donation tab on the Home page. Please include your item number(s) and \$ amount to identify your winning bid.

Donations:

If you wish to donate to the Captain Joseph House Foundation, we have several ways of doing this:

- Online by visiting www.CaptainJosephHouseFoundation.org
- Send check written to CJHF at 1108 South Oak Street, Port Angeles, WA 98362
- If making a donation other than during the Auction; drop off Cash, Checks or using a Card go to CJHF Foundation Office at 140 W. 11th Street, Port Angeles, WA 98362, directly across the street from CJHF. Call Betsy at 360-460-7848 prior to coming to be sure staff are available to greet you!

THANK YOU for participating in our 8th Annual Auction! We appreciate your support and hope you have had fun with this event!