

Oleg Bespalov

From: Kim Watters
Sent: Tuesday, November 6, 2018 5:15 PM
To: Carol Higashida; Howard Davis; Jane Morgan; Jennifer Kalfsbeek; Karen Rothstein; Lisa Putnam; Mary Rees; Oleg Bespalov
Cc: Stephanie Kostezak; Ann Marie McCarthy; Christie Rossi; Rain Matheke; Imelda Luna; Linda Chang-Sanders; Mary Anne Beck; Gabby Chacon; Gilbert Downs
Subject: Holiday Luncheon Silent Auction Division/Department Baskets
Attachments: SilentAuctionForm_Division.xlsx

Good evening everyone!

The Classified Senate respectfully requests your participation again this year in the Silent Auction; we are asking each division or department to contribute one amazing basket. This year, the Holiday Luncheon theme is “**Jingle & Mingle**”. We are asking divisions to put together baskets that closely represent the theme. The basket that closely resembles the theme (**most creative & bountiful**), will win a pizza lunch for the division or department. We ask that your baskets are **finalized** and **submitted** to the **Classified Senate** no later than **Thursday, December 6**; this gives us a few days to **review**, **vote** and **promote** prior to the Luncheon! Please wrap each basket in clear cellophane so that bidders can see what is inside. Also, please indicate what is inside each basket along with the total value of the basket on a separate sheet of paper (this will be displayed next to the basket).

We look forward to viewing your wonderful creations!!

IMPORTANT INFO

WHAT: Silent Auction Basket

DEADLINE: Thursday, December 6, 2018 *(revised)*

HOW: Gather items, create basket, wrap in clear cellophane, indicate Basket Theme or Title, Division or Department, Contents of Basket, and Estimated Value of Basket (form attached)

DELIVER TO: Kim Watters, A-132

PRIZE: Pizza lunch and bragging rights!

WHY: All proceeds from the silent auction and raffle will benefit future scholarships for students seeking higher education as well as future Classified Senate sponsored activities. The Classified Senate has awarded approximately 20-\$500 scholarships in the past 10 years, which we are extremely proud of!

BASKET IDEAS – or create your own!

- Spa/Pampering: massage certificate, robe, candle, spa music
- Fun Day Out: amusement park tickets, gas gift card, fun hats, visa gift card
- Lottery: various lotto scratchers
- Family Game Night: various board games, snacks, family friendly movies/music

- Sports Themed: duffle bag, tickets to a game, sport equipment
- Cooking/Baking: small appliances, utensils, apron, ingredients, cookbooks, storage
- Crafts: pens, markers, paper, foam stickers, paint, brushes, pom-poms
- Coffee Lover: Keurig with coffee assortment and mugs, Starbucks gift card
- Movie Lover: movie tickets, candy, popcorn, lunch or dinner certificates
- Wine/Beer Lover: wine/beer, glasses, coasters, wine/beer tasting tour
- As Seen on TV: various As Seen on TV items
- Campfire: fire pit, logs, matches, s'mores and hot chocolate ingredients, mugs, marshmallow/hot dog skewers
- Pet Lover: toys, treats, bed, leash, food, blanket, gift card
- Holiday Lovers: various holiday themed items
- The possibilities are endless...

HELPFUL HINTS FOR BASKET CREATION

- Try to follow florists' rule of making the items on display 1 ½ times taller than the container.
- Build the basket by placing large items in the back and working forward.
- Create several rows of items. Place tissue paper or newspaper under items to make them sit higher in the basket.
- Make sure all items are visible. Use double-stick tape or foam tape if need to hold items in place.
- Shred tissue paper to place in gaps in the basket.
- Finish the basket with clear cellophane and a bow or other decoration on top.

Thank you again for all of your support! We truly appreciate it!

Regards,
Moorpark College Classified Senate Holiday Luncheon Committee

P.S. Please forward to anyone I may have missed.

Kim S. Watters, *Technical Data Specialist*
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