

Guidelines for 4-H "Static" Project Auction

Date: Thursday, July 27, 2023

Time: 4:00pm

Location: Free Stage on the Mid-way north of the Grandstands

1. Exhibitors
 - a. Fergus/Petroleum County 4-H Members (Cloverbuds are not eligible)
2. Auction items
 - a. Must have been entered in the current fair under a 4-H Project.
 - b. Must have received a blue ribbon.
 - c. Member must have an up-to-date record book
 - d. Foods projects- Baked goods only. Example- if the member entered a cherry pie, they would bake a fresh cherry pie for the auction on Thursday.
 - e. Horticulture Projects-If a member entered carrots and got a blue, they may pick fresh carrots to auction. Or put together a vegetable basket of all variety's they received a blue for.
3. Auction
 - a. Members must submit intent to sell forms to Extension Office by June 1. Mail, hand delivery or email to fergus@montana.edu
 - b. The auction committee will make every attempt to have the auction finish in 1 to 1 ½ hours. The total number of items will be approximately 25.
 - c. Each member will need to pay \$5 per item entered to cover marketing costs. The entry fee is due at Interview Day for items qualified with a blue ribbon and current record book.
 - d. Each member will be allowed to submit an intent to sell for up to two items. The committee will notify members how many projects they will be allowed to sell by June 15th if there are more than 25 projects submitted.
 - e. After judging is completed on pre-fair interview day, members that turned in intent to sell forms will check in at the auction committee table with their blue-ribbon sale item(s) and up-to-date record books. Their photo will be taken with the item, the description will be completed, and a number will be drawn for each item to determine sale order. The \$5/entry will be collected at this time.
 - f. The auction committee will prepare a sale catalog with photos and item descriptions that will be posted on the Fergus County Extension website, prior to the auction on July 27.
 - g. Sale order is determined by a random number drawn.
 - h. The auction committee will secure an auctioneer.
 - i. Other Volunteers
 - i. Two clerks to register buyers.
 - ii. Two clerks to check out buyers, collect money and delivery instructions.
 - iii. One sale clerk- record buyers and amount of winning bid.
 - iv. Three bid callers
 - v. One sale ring clerk to line up sellers.
 - vi. Two clerks to check out sellers- have them write a thank you note, assure delivery of sale item.
 - vii. One Filer

1. Will take Buyer Reg. Forms from the buyer check in table to create and file an envelope for each buyer.
2. Will take Sale Clerk Sheets and file in buyers' envelopes for the Buyer Check out table.
3. After Buyers Check out the filer will get the copy of the Sale Clerk Sheet and file in the pre-made Sellers envelopes.

4. Auction Payments

- a. Buyers will register and pick up a number.
- b. The buyers will pay by cash or check before leaving the auction and complete pickup information.
- c. Payments will be made and receipted at the payment table.
- d. Checks will be written to the member. The member is responsible for writing a thank you note to the buyer immediately after the auction and then picking up their money.
- e. The member is responsible for making sure the buyers' pickup instructions are followed.

5. Auction Promotion

- a. The sale committee will compile an online catalog with members name, age, item description and photo, that will be uploaded to the Fergus County Extension Office website.
- b. The sale committee will advertise the auction on face book, local radio, local paper.
- c. The members are responsible for any additional publicity and will be encouraged to make posters, social media posts and visit potential buyers in person.