



SUPPORT OUR TROOPS, Inc.

2023 Silent Auction Volunteer Notes

For Quick Answers Call:

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Buy A Box Booth Guide

Volunteers are SOT AMBASSADORS! Patrons have an option to contribute or to cover the total cost of 1 shipping box. They are given a thank you note/receipt to take to the Command Table for payment. General information about SOT is provided as well as forms where applicable.

During Auction

- **Explain the Who, What, When, When, Where and How of the Shipping Boxes.**
- **ASK** if they have an active duty military member (family or close friend) **who we could support** and offer them a form.
 - **Remind them: Not deployed?** We send cards and Christmas Gift Cards! Offer them a form.
- **Answer questions** about other things we do such as Cards, Veterans Park, Flags on RR Blvd, Home Flag Kits, Golf Tournament and the support of three, carefully-selected Veterans' Charities.
 - Need a refresher on the **details?**
<https://www.supportourtroopstexas.com/what-we-do>
- **Membership?** 100% of the proceeds raised goes to our Troops. All administrative costs are covered by membership dues. Would they like to help us with those with a \$10 yearly membership? *Participation in SOT is welcome but not required!*
- **Home Flag Kit?** "If you'd like a home flag kit, you can see an example right over there." There will be a display near this booth and the Command Table.
- **"Oh, You're a veteran?** Do you know about our Veterans Park right here in Robson Ranch?" There will be a Buy A Brick display near this booth and the Command Table.

Forms and Payments

- It's important to **keep accurate records** so be sure to record each transaction as indicated below! Besides keeping track of SOT's money, we're evaluating a number of factors such as:
 - Numbers will tell us the Rating Value Added (if any) on
 - New Additions
 - Increased visibility of prior offerings
 - Observations Section of Ledger
 - Please use it for observations such as
 - unforeseen problems
 - suggested solutions
 - clever ideas for next year!



Buy A Box Booth Ledger¹

Amount Paid By Category				Method of Payment ²	SOT Volunteer Initials
BBB	Member	FlagKits	Bricks		
				<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> PayPal <input type="checkbox"/> Venmo	
				<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> PayPal <input type="checkbox"/> Venmo	
				<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> PayPal <input type="checkbox"/> Venmo	
				<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> PavPal <input type="checkbox"/> Venmo	



Please turn in all forms, cash, checks and ledgers to the Command Table at the end of every shift!

Ledger Documentation

- The following parts of the event involve money.
- Buy A Box Booth **can take Cash | Checks | PayPal | Venmo** but **Credit Card is handled only by Command Table.**
- **If the Patron wants to pay by Credit Card**, send them to the Command Table with their form. CT will process their payment and record it in their ledger and file the form there.
- **If the Patron wants to pay by Cash but requires change** and you don't have any, pop over and get the change for them from the Command Table. If, for some reason, they go to the CT themselves, CT can handle the payment and form. **Whoever takes the money marks it in their ledger!**
- The unique instructions for each Station are outlined below.

Buy A Box Forms

1. Take Patron's form and payment.
2. Copy the form to keep and return the original to Patron to serve as receipt for taxes.
3. Mark "PAID <FORM OF PAYMENT>" at top of our copy.
4. Record transaction in the ledger.
5. File in appropriate location.

SOT Membership Forms

1. Take Patron's form and payment.
2. Mark "PAID <FORM OF PAYMENT>" on form.
3. Record transaction on the ledger.
4. File in appropriate location.

Home Flag Kit Forms

1. Take Patron's form and payment.
2. Mark PAID <FORM OF PAYMENT> on form.
3. Record transaction on the ledger.
4. File in appropriate location.

Buy A Brick Forms

1. Take Patron's form and payment.
2. Mark "PAID <FORM OF PAYMENT>" on form.
3. Record transaction on the ledger.
4. File in appropriate location.

No Ledger Documentation Needed For:

Military Member Enrollment Forms

1. Also available at Command Table.
2. File each form in the appropriate folder.
3. Turn forms into Command Table AFTER EVERY SHIFT.

CASH | CHECKS | CARDS | PAYPAL | VENMO

SUPPORT OUR TROOPS, INC

Scan & Pay



venmo

 100% of proceeds goes to support our troops & veterans.
Support Our Troops, Inc. is a 501(c)(3) charitable organization.
2023 Goal: \$25,000+

This will be in a letter-size frame at every booth/station that takes money. If they have PayPal or Venmo, they'll know how to use it.

Just FYI:

Open Camera → point at QR code → tap on the link that pops up and they follow the instructions on their app.

Make checks out to:

	_____ 20 _____	
PAY TO THE ORDER OF SOT	\$ <input style="width: 80px;" type="text"/>	
_____	DOLLARS	
MEMO _____		
#1234567890#	#7890#5673#	