UNITARIAN UNIVERSALIST CHURCH OF THE MONTEREY PENINSULA (UUCMP)

HOW TO DONATE AUCTION ITEMS

UUCMP SERVICE AUCTION 2026

1. Overview	THANK YOU for considering a donation to the UUCMP Service Auction 2025. Without your generosity, this event would not be possible. This document explains two ways to register in Item for inclusion in the auction catalog: • Using the interactive screens within Auctria (**https://UUCMP2026.auctria.events**), or • Using the printed "UUCMP Auction Item Donation Form" (attached, and available as a .pdf file from **https://uucmp.org/service-auction-2026-rainbow-connection/**). You may enter an Item for yourself, as one of several Donors, or on behalf of another Donor. In any of these situations, you will need to provide your name and a current email address as a point of contact. Want to re-submit a catalog litem just like last year's? Please send an email to ServiceAuction@uucmp.org; indicate any changes you want to make (quantity, value, etc.). It takes time to compile the final catalog for an auction. Submitting your Item donation(s) by **10:00 PM Friday, October 9** will be very much appreciated! During catalog preparation, the auction team may edit your Item title or description for the sake of consistency within the catalog. Time permitting, we will email you a draft for your review.
2. Auctria	You do not have to be a registered user of Auctria to submit a donation. However, if you do have an Auctria login ID, your contact information will be automatically filled in on the donation form (i.e., less typing!). From the Auctria main page (**https://UUCMP2026.auctria.events**), sign in (this is optional, if you do not have a login ID), then click *Donate Goods and Services* at the top of the page. There are *three successive screens* for each Item to be entered, with the second screen providing you a chance to upload a digital photo or graphic image which describes your Item. If you do not have an image, the auction team will provide a generic one on your behalf. Descriptions of the information blocks for registering your Item start in section 4 below. Any block with a red asterisk must be completed for your Item to be saved in the catalog.
3. Paper Form	Instructions for submitting a completed paper form are on the bottom of the form (see attached form). If mailing by US Postal Service, please allow enough time for it to be received in the church office by **October 8** (a day earlier than the due-date for online submissions). Note the question about a having digital photo or image for your Item. If you do, you will receive an email from the auction team, asking for your reply with that photo/image file as an attachment. If you do not have an image, the auction team will provide a generic one for you. Also note that if your contact information is current in either UUCMP's Breeze data system or in the most recent printed Directory, you do not need to fill in those blanks on the form. (If you need to update any Directory information, please do so in Breeze or notify the church office.)

4. Types of Items	While we call this a "Service Auction," there are four categories we use for Items in the catalog: • FOOD – Edible items intended for pickup or delivery • GOODS – Physical item (e.g., artwork, jewelry, memorabilia) • SERVICES – Something you do for someone else (e.g., gardening help, tutoring) • EXPERIENCES & GET-TOGETHERS – A group activity (e.g., meal, game night, hike) For specific examples and ideas (as well as hints about how to craft an enticing title and description), please see the link to past auction catalogs on the auction information web site (**https://uucmp.org/service-auction-2026-rainbow-connection/**). Historically, Food and Experience/Get-Together Items have attracted the most active bidding.
5. Information Needed: Item	1. **Title**. An eye-catching label, ideally seven words or less. Examples: "Gloria's Yummy Vegan Brownies"; "Personalized Docent Tour of Pt. Lobos"; "Stunning Watercolor Landscape". 2. **Description**. A brief summary of what makes this item special. If it's a Good, then size and weight may be relevant. Is a Food item gluten-free? Does the lecturer have a PhD in history? Sample info to include: "Available for Sunday pickup at church or local-area delivery, with two weeks' notice." "Event details: [time] [date] at [location/address]." 3. **Terms and Conditions**. DO NOT USE – this block does not appear in Auctria's online Catalog. Instead, put limitations on availability or other non-negotiable aspects into the Description. 4. **[Market] Value**. How much would you expect to pay for this Item if you purchased it via commercial retail? [In IRS terms, what would be a reasonable donation value, considering aspects like ingredients, labor time or material condition?] Note: Starting Bid levels are typically set at 80% of declared Value, for the sake of stimulating opening bids. The "Buy It Now" amount is set at 250% of the declared Value. 5. **Quantity**. How many of the Item are you offering for potentially distinct bidders? Examples: three batches of 2 dozen cookies each would be Quantity 3; Carmel Bay sailboat excursion for up to six guests would be Quantity 6. The declared Value would be as applied to each instance offered, *not* the cumulative total (e.g., sailboat: 6 seats @ $40 each [Value = $40]). 6. **Event on a specific date?** [On paper form, put this info in the Description block.] Selecting the Yes button in Auctria reveals blocks for the event date and location. 7. **Notes**. [On paper form, this is combined with Terms and Conditions.] Information relevant to the auction team only. Example: "Available for display in church ahead of bidding." In Auctria, when this page is complete, click "Continue to Item Images" in lower right.
6. Information Needed: Photo or Image	Every catalog Item will have an image assigned to it. For particular Goods or Foods, the best image is a photo of the actual Item. You may have a photo of a past or similar Experience/Get Together event. You can have more than one photo or image file for each Item; Auctria allows a Bidder to click through all the associated images. If you don't have a photo, the auction team will find and upload a generic photo or image consistent with the theme of the Item. Auctria allows photos or image files to come from any of five sources: • My Device [upload .jpg, .jpeg or .png files from your local storage] • Facebook • Instagram • "Auctria Images" [a categorized collection of rudimentary graphics] • Link (URL)

7. Information Needed: Donor	Auctria lets you choose among three Donor scenarios: • I am making this donation personally • A company is making this donation • I am entering this donation on behalf of someone else *You must enter your own name and email address, as primary contact, no matter which option you choose.* The second two also require entry of, respectively, the company name or the third party's name; related email and telephone information can also be entered, but are optional. Your surface address information is also optional, but quite helpful to have. If you signed into Auctria before starting this process, these are the blanks which will be auto-filled with information from your Auctria profile. Auctria does not inherently support donations from a group of people. A group's primary contact person should be registered in the Donor blocks in Auctria, and the rest of the group can be identified in the Note section for the Item. If you want to establish a group name (e.g., "Carmel Songbirds"), the auction team can set up the Item's Donor identity accordingly, using the primary contact's email address. If you are submitting multiple Items for this year's auction, *please use the same donor information* for all of the Items. This will provide you a single Donor statement, with all "sales" and winning Bidder information in one document.
8. Donor Statement	When bidding closes at 6:00 PM on Sunday, November 8, the Auctria system will send each winning Bidder a notice that they have won the bid for an item. Each bidder will also receive via email a consolidated statement showing their all successful bids, payments and balances due. Those statements will include Donor contact information for each Item on their list. On Monday, November 9, the auction team will initiate similar emails through Auctria to each Donor of a winning-bid Item. The Donor statement will contain a list of all of that Donor's Items which sold, along with the contact information of each winning Bidder in that list. (A Donor whose Item(s) had no bidders will not receive a Donor Statement.) The email will come from the address "noreply@auctria.com" with display name: **'UUCMP' www.auctria.com**. If you do not see your expected Donor Statement email by Wednesday, November 11, check your Spam folder. If it isn't there, contact one of the team members in the "Questions?" section below. Please consult your tax advisor concerning the income tax deductibility of Items you donate to the Service Auction. The Value(s) you define for your donation(s) will likely be a relevant in that conversation.
9. Delivery	Pickup or delivery of Food and Goods, and scheduling of Get-Togethers and Services, are to be coordinated directly between the Donor and the winning Bidder(s). Contact information for each is provided on both Donor and Bidder statements. If the Donor and Bidder(s) encounter impassable transport difficulties, please contact the Auction team (next section) for assistance.
10. Questions?	UUCMP Service Auction team contacts: Lauren Keenan 831-595-8295 ServiceAuction@uucmp.org Steve Johnson 831-402-7601 ServiceAuction@uucmp.org

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UUCMP AUCTION ITEM DONATION

2026 SERVICE AUCTION

ITEM TITLE	
ITEM DESCRIPTION; ANY TERMS AND CONDITIONS (if this is a scheduled event, include date(s), time(s) and location)	
QUANTITY (for instance, number of seats)	**MARKET VALUE** (per each item, if more than one)
CAN YOU PROVIDE A DIGITAL PHOTO OR IMAGE? Circle one: YES* / NO (*Expect email contact)	
NOTES TO AUCTION TEAM	
DONOR NAME(S)	
CONTACT PERSON (if different, or if there are multiple donors)	
MY CONTACT INFO IS CURRENT, ONLINE IN BREEZE OR IN THE UUCMP DIRECTORY DATED JAN 2025 Circle one: YES / NO / NOT SURE **IF "NO" OR "NOT SURE", PLEASE COMPLETE ALL OF THE FOLLOWING:**	
ADDRESS (street or P.O. Box)	
CITY, STATE/PROVICE AND ZIP/POSTAL CODE	
TELEPHONE	**EMAIL ADDRESS**
BUSINESS WEBSITE (if any)	

Return completed form **by October 8, 2026** by (a) drop off at church office; OR (b) scanned image, via email to: ServiceAuction@UUCMP.org ; OR (c) U.S. mail to: UUCMP, Attn: Auction 2026, 490 Aguajito Rd, Carmel, CA 93923