

# U.S. Department of Energy

OAK RIDGE OFFICE

# ANNOUNCEMENT

3950

October 23, 2008

## **SUBJECT: COMBINED FEDERAL CAMPAIGN - BASKET AUCTION**

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The fifth annual Combined Federal Campaign (CFC) basket auction has been scheduled for November 13, 2008! The auction will be held at 2:00 p.m. in the new conference room in Building 2714-G. We hope that each Oak Ridge Office (ORO) organization and/or special emphasis group will participate by making a basket to be auctioned in support of the United Way.

You will need to choose a theme for your basket and fill it with items related to that theme. Feel free to choose any theme you think others might be willing to purchase at the auction. BE CREATIVE! Following are a few ideas to get you started:

- A "Romantic Evening" for that special someone is always a hit!
- A "Get Out of the Dog House" basket is always great.
- Christmas is just around the corner; what child would not love to see a themed toy basket under the tree Christmas morning.
- Consider a "Road Trip" basket filled with items to help pass the time while traveling.
- Winter is coming soon, what about a "Winter Evening In" basket that includes things for a family to enjoy on a chilly evening indoors such as books, games, etc.
- Create a "Family Movie Night" basket with popcorn, movie tickets, and DVDs, snacks, etc.
- Thanksgiving is just around the corner, how about a "Thanksgiving Meal" basket that could be donated to a deserving charity for distribution to a needy family
- Be creative – come up with a theme that will make your basket bring in the highest bid!

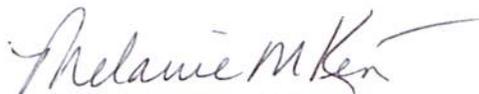
This is an easy, inexpensive project that can involve all employees. If each employee in participating organizations brings in one item, no matter how large or small, a basket can be filled easily. Your organization's basket might just be the top selling basket of the auction!

Holiday shoppers, if you hate to fight the crowds, these baskets make fabulous gifts!

Baskets will be displayed the morning before the auction to assure that all employees have an opportunity to select their favorite basket and plan their bidding strategies.

Key Workers from organizations or groups planning to participate are asked to notify Lisa Bost, Federal Human Resources Branch, at 576-0130, so that we can plan appropriately for the number of baskets to be auctioned.

Your participation is appreciated!

  
Melanie M. Kent, Chief  
Federal Human Resources Branch

Attachment

## DETAILS OF THE CFC BASKET AUCTION



Filled baskets should be delivered to **Room 1205** of the Federal Building no later than **Noon on November 12, 2008**. Two typed lists of basket contents should accompany each basket, one attached to the basket and one for the auctioneer. (Please do not list the value of basket contents.) As a reminder, alcoholic beverages are prohibited on the premises.

The baskets will be displayed for everyone to view on **November 13, 2008**, from **8 a.m. to noon**.

The Auction will be held in the **new meeting facility located in Building 2714-G** on **November 13, 2008** at **2 p.m.** with Auctioneer Bear Stephenson of Stephenson Realty and Auction presiding.

Potential bidders should pick up a bidding number when they arrive for the auction.

**Remember, all of the proceeds from this auction will directly benefit the United Way through the Combined Federal Campaign!**

