



Auction Donation Form

Tax ID# 51-0145411 – 501 (c)(4)

USE ONE FORM FOR EACH ITEM DONATED

Event Name: _____

Event Date: _____

Submitted by

ROTARIAN'S NAME: _____

CONTACT INFORMATION (Please print of type)

Donor Name: _____

Contact Name (If donor is a company) _____

Address: _____

City: _____ State: _____ Zip Code _____

Phone: _____ Fax: _____

E-mail: _____

Website URL: _____

DONATED ITEM (Please print of type)

Name of Item Donated: _____

Manufacturer: _____ Model # _____ Cost or Value: _____

*Complete Description of Item:

SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS

If you are donating a gift certificate for a service, please include the following information in the certificate or letter.

- Name of product or service
- Description of what is included and what is excluded
- Name of person to contact for further information
- Name, address and full contact information for your company
- Instructions on how to redeem item
- Include any additional information. Such as, photo or description brochure as appropriate
- Date of expiration

PLEASE RETURN COMPLETED FORM & DONATION to Rotarian member who requested your donation