



# CERF 2017 Silent Auction Donation Form

## All proceeds benefit the Odum Fund for Student Travel

Please submit completed forms to [CERFauction@gmail.com](mailto:CERFauction@gmail.com) by **September 18<sup>th</sup>, 2017** to reserve your spot in the auction showcase (one donated item per form). The auction team really needs the requested information. If you are form-averse, email us and we'll arrange a time to chat on the phone. We like questions, too!  
*CERF is a 501(c)3 not-for-profit organization. Federal Tax ID# 26-1424697*

**Contact Information** Acknowledgment for your tax records will be sent after the event.

<b>Donor Name</b>		<b>Contact Name</b> (if donor is a business)		
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>Phone</b> <input type="checkbox"/> office <input type="checkbox"/> home <input type="checkbox"/> mobile)		<b>E-Mail Address</b> (so we may email you a donation receipt)		

**Suggested Item Title** This title will be printed on the auction bid sheet

**Estimated Value** - Donor is responsible to state fair market value per IRS regulations. Donation is tax deductible to extent allowed by law.

\$

**Item Description** This description will be printed on the auction bid sheet. If you are submitting a package/collection of items, please list each item included. Describe quantity, color, size, condition. For art, include: media, original, limited edition, reproduction, framed/unframed, etc.

**Comments to the Auction Committee** (e.g. suggested reserve/lowest acceptable bid, display suggestions, special instructions, etc.; continue on back if needed)

**Link for more information about the product** Is there an Internet site where potential bidders can see or find out more about your donated item(s)? Links will be used to promote items in advance of the conference.

<input type="checkbox"/> <b>Gift certificate attached (expiration date: _____)</b> Expiration will be on Nov. 9, 2018 (1 year) unless specified otherwise.	
<input type="checkbox"/> <b>My item will be delivered to the CERF conference</b> <b>Note:</b> ALL items must be received at the Conference Registration area no later than 3pm EST on Sunday Nov. 5, 2017. To make other arrangements, please email <a href="mailto:CERFauction@gmail.com">CERFauction@gmail.com</a> . We will help!	<input type="checkbox"/> <b>I will ship my item to the CERF Auction Committee</b> <b>Note:</b> All shipping costs must be paid by the donor and items must be received by Thursday, Nov. 2, 2017. Please email <a href="mailto:CERFauction@gmail.com">CERFauction@gmail.com</a> for further details.

**No items can be returned by mail, even if not sold, unless arrangements are made prior to the conference.**

*Thank you for your donation to benefit CERF Students!*