NOTE -- A SEPARATE FORM IS REQUIRED FOR EACH UNIQUE DONATION
FOR TAX PURPOSES, ALL DONATIONS **MUST** INCLUDE A DONOR VALUATION

2012 Auction Donation Form

Please turn in all donations by Sunday, March 11

Donor: _____ (Last name) _____ (First name)

Address: _____ (Street) _____ (City, State, Zip)

Phone: _____ ((area code)number) _____ (eMail address)

DONATION (please complete a separate form for each donated event, item or service)

Type (check one): My donation is:

	Item		
	Event	**Date of event, if known:**	
		Time range of event, if known:	
		Number of attendees:	
	Service(s)	**# of same services being offered**	
	Cash	**Amount of cash donation:**	

Donor valuation: _____ You must enter a dollar figure in this box for income tax purposes. For events, enter the total amount you think it will cost you to conduct one event, dinner, tea, etc.,

Suggested minimum bid: _____

Absolute minimum bid: _____ Use only if you want to set an amount below which you do not want the item sold under any circumstances. For example, for a piece of art you created, a vintage piece of clothing or jewelry, etc.

Short title: _____

Full description: _____

Unsold Items If your donated item(s) do not sell at the auction, should we:
Return it/them to you? _____ Donate it/them to charity? _____

Multiple same-type services If you intend to offer a service more than once, for example, 4 separate meditation sessions, you should enter them all on a single form. The exception would be if the services have fixed, but different dates. When your services are put up for bid, they will be on a single bid sheet.

If your contribution entitles you to merchandise, goods, or services, including admission to a charity ball, banquet, theatrical performance, or sporting event, you can deduct only the amount that exceeds the fair market value of the benefit received. For a contribution of cash, check, or other monetary gift (regardless of amount), you must maintain as a record of the contribution either a bank record or a written communication from the donee organization containing the date and amount of the contribution and the name of the donee. You generally can deduct the fair market value of any property you donate, as well as your cash contributions, to qualified organizations.

Received: _____ Recorded by: _____

Donation #: _____ Category: _____