

## ***DONATION for Spring Fling ~ the Auction Thing Saturday, April 9, 2011***



### **Instructions:**

Please complete a donation form for each different item offered. When completed return the **form only-(no items yet)** to the church no later than **Sunday, March 13<sup>th</sup>**. Actual items will be collected between Sunday, April 3<sup>rd</sup> and Thursday, April 7<sup>th</sup> the week before the Auction.

**Donation Details** ~ Please describe in specific detail the service or item you are donating. If providing a service such as babysitting explain how long, and any restrictions. This information is needed for the Auction Catalog.

### **For example:**

- 3 hours of babysitting, for up to 4 children, expires in one year
- Greek dinner for 4 in your home on May 29, 2011.
- Baked for You – Holiday Breads – 3 loaves delivered in Nov/Dec 2011.
- Gift basket with gift certificate for manicure and pedicure and bubble bath and lotions.

***(Please note: Only items that are new or in excellent condition will be considered for donation.)***

## **Suggested Donations by Category**

### **Dining Out & Getting Together**

- Includes festive meals prepared by you for a group and served at your place or theirs. Think about co-hosting with a friend (s).
- Also includes gourmet foods, specialty breads, party fare, gift baskets and restaurant gift certificates.

### **Hobbies, Recreation, Entertainment**

- Includes tickets or passes to sporting events, concerts, theater, and museums.
- Beach houses, mountain or beach time shares, golf outings, hiking and sailing trips.
- Includes either items or a gift certificate toward purchase of musical instruments, books, CDs, electronics, sporting goods, etc.

### **Professional and Personal Services**

- Provide a service or a gift certificates for child care, classes, lessons, consultations, legal or medical services, appraisals, car maintenance or repair, physical fitness, pet care, professional photography, Includes services of landscaping, yard work, house repair, house painting,

### **Thank You!**

The church is grateful for your donation to our annual auction. The information you provide will help us create a catalog for the event that will be distributed to church members and friends and will be distributed the night of the auction. After the auction, all donors will receive an acknowledgment and a thank you letter for the donation at the value that has been indicated. This letter may be used for tax purposes. Also, donor letters from the church are available for you to take when soliciting from businesses or organizations explaining the auction fundraiser and our non-profit status for their tax purposes.

### **Donation Delivery or Pickup:**

Please deliver auction items to the church on

- **Sunday April 3<sup>rd</sup> from 9:30 a.m. to 12:30 p.m.**
- **Monday, April 4<sup>th</sup> and Thursday, April 7<sup>th</sup> from 3:00 to 7:00 p.m.**

**\*If you have questions about a donation or completing this form contact Ellen Parnell at**

[auktion@richmondUU.org](mailto:auktion@richmondUU.org)

**FIRST UNITARIAN UNIVERSALIST CHURCH OF RICHMOND  
1000 Blanton Avenue – Richmond, VA – 804.355.0777- [www.richmondUU.org](http://www.richmondUU.org)**

**Auction Donation Form**  
**Saturday, April 9, 2011**



Please complete one form for each item donated

**YOUR INFORMATION**

Your Name \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP \_\_\_\_\_

Email Address: \_\_\_\_\_

**BUSINESS OR DONOR'S INFORMATION:** *(If different from information above)*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP \_\_\_\_\_

Email Address: \_\_\_\_\_

**Donation Description :**

If providing a service: please specify in detail any conditions of the offer, i.e. time, location, specific date, etc.  
**Examples:** 3 hours of babysitting for up to 4 children; Bunco Night for 12 on May 29, 2011

**Describe the item or service:**

**Specify limits or expiration date for the donation, if any:**

**What is the Actual or Estimated Value of the donation:** \$ \_\_\_\_\_

**Category:** See reverse for more detail:

- D- Dining Out and Getting Together
- R- Recreation, Hobbies or Entertainment
- S – Professional or Personal Service

Deadline for Submission of this form: **Sunday, March 13, 2011**