



14th Annual Rotary International Night

Celebrating Our Heritage

Thursday, October 12, 2006

Auction Item Donation Form

Please classify your donation:

- I'm donating a **new item** for the auction
- I'm donating an **antique or collectible item** for the auction
- I'm donating **goods or services** for the auction, **and I will include a gift certificate** for the donation
- I'm donating **goods or services**, and I'll **need Rotary to supply the gift certificate** based on my description below.

Please describe your donation. *The more you can tell us, the better we can promote your donation! Please include any requirements/restrictions on redemptions of services or gift certificates:*

The value of this gift is: \$ _____ **Expiration date** (if applicable): _____

Donor's Name [person, business, or organization]: _____

Address: _____ City: _____ Zip Code: _____

Telephone: [day] _____ [evening] _____ Fax: _____

Person to contact if we have questions: _____ Phone (if different): _____

Please tell us **exactly** how the donor's name should appear in program materials and acknowledgements:

Donor/representative Signature: _____ Date: _____

Thank you for your generous support!

Proceeds from this fundraising event support community projects of the Bay City Rotary Charitable Foundation. The Bay City Rotary Charitable Foundation is classified under the IRS code as a 501(c)(3) organization, therefore gifts—including your auction donation—may be tax deductible. Please consult your tax advisor

Rotarian soliciting this gift: _____

Your telephone: [day] _____ [evening] _____ Fax: _____

*All completed donation forms should be forwarded to Mike Stoner as soon as possible.
You may FAX forms to Mike at 989-894-2621*

You may mail this form to: Rotary Club of Bay City, P.O. Box 42, Bay City, MI 48707-0042
Attention: International Night Auction Donations

AUCTION ITEM NUMBER



Rotary Club of Bay City

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Auction Solicitation Guidelines

Thanks for helping out with this important part of International Night! Having a wide selection of great auction items is the key to this fundraiser's success. As you may already know, ticket sales cover event expenses and guarantee enough bodies to bid. *The profits come from the silent and live auctions, bucket of fun ticket sales, raffle ticket sales, and event sponsors (patron, bronze, silver, gold, and platinum).*

Following is information you may find helpful...

- **Please ask early.** Pulling off this event is a BIG job that Rotarians do in their "free" time. Please start asking now. The later the items come in, the more difficult it is for volunteers to properly catalog, pick up, and print promotional materials for auction items. The committee chairs are already looking a little stressed, so they don't really need any more excitement. We'd have a great auction if every club member took responsibility (for donating or securing a donation) for just 2 items.
- Please **fill out everything on the donation form.** Contrary to popular belief, if we didn't need to know all of this stuff, we wouldn't ask. We don't like filling out forms either, but sometimes you just gotta do it.
- In general, we ask that a donated item have a **value of at least \$25.** Items that appeal to women, men, and children, as well as items with general appeal are all good.
- For donated goods, we prefer **NEW** items unless the item is an antique, highly collectible, or has a significant "used" value. Some big ticket items do have good value used—such as high quality artwork, electronics, cameras, and estate jewelry—provided they are in excellent condition.
- Services usually come in the form of a gift certificate, which is good. Gift certificates for goods, however, (e.g. a store gift certificate good for \$25 in merchandise) *rarely* sell for more than face value. The actual item has greater appeal. Consider asking the donor if he/she minds if we purchase an item with the gift certificate, and then auction the purchased item. If it's OK for us to do this, please note it on the donation form.
- Let us know if you need additional donation forms. We have lots.
- Smile. You're doing something great for Rotary and your community, and we appreciate your help.

Thanks again from your Auction Committee!