



For Internal Use Only
Auction Committee Member: _____

CHOCOLATE FANTASY AUCTION DONATION AGREEMENT

PLEASE FILL OUT THE FORM IN ITS ENTIRETY AND RETURN WITH DONATION ITEM BY JANUARY 29, 2022

DONOR INFORMATION

INDIVIDUAL OR BUSINESS (as you'd like it to appear in the program): _____

CONTACT: _____ EMAIL: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONES: Business: _____ Cell: _____ Home: _____

DONATED AUCTION ITEM INFORMATION

DESCRIPTION: (include any information that would help in describing the item on the bid sheet) _____ VALUE: \$ _____

INSTRUCTIONS/RESTRICTIONS: _____

(NOTE ON EXPIRATION DATES: please confirm the expiration year stated is what you intend, and please allow sufficient time for winner to use **after 3/5/2022**)

MY DONATION INCLUDES A GIFT CERTIFICATE: YES (if YES, please check one of the boxes below) NO (go to DELIVERY INSTRUCTIONS)

I have provided my own Gift Certificate.

I would like NMMNHF to create a Gift Certificate for me on event stationery, which I will honor when presented for redemption by the winning bidder.

DELIVERY INSTRUCTIONS:

My donation item is included with this form.

Due to special conditions, I am not able to include my donation item with this form. Please call me at (phone #) _____ to make arrangements for pickup/delivery.

DISPLAY AT EVENT:

My donation item will be my display. (Note: Gift Certificates can't be used as a display, but a bag with your logo in which the gift certificate can be attached can be used.)

I would like NMMNHF to create an 8"x10" display with my logo. (Email logo to: aeaton@naturalhistoryfoundation.org)

I will provide a display to be used at the event

ACKNOWLEDGEMENT STATEMENT

Please read and sign: I, the undersigned, hereby donate the above stated silent auction item(s) to the NMMNHF and understand that all donated items become the property of the NMMNHF and may be assigned by NMMNHF to the winning bidder at the auction. All proceeds will benefit the NMMNHF. NMMNHF reserves the right to set the minimum bid and is under no obligation to inform the donor of the price at which the item was sold. If the donated item includes a contract to provide future goods or services, I understand that the winning bidder will have a contract for such goods and services with the donor for such goods or services, and any restrictions or limitations regarding the donation have been set forth above.

Signature of Donor _____ Date _____

TAX INFORMATION

Under tax regulations, the IRS requires that you have a receipt as documentation in order to ensure tax deductibility of your gift. The IRS considers a deductible contribution as limited to the excess of the amount contributed over the amount of goods and services provided to you. You must determine the value of your in-kind donation. The NMMNHF is a 501(c)(3) organization, tax ID number 85-0257595.

PLEASE RETURN THIS AGREEMENT AND YOUR DONATION ITEM AT YOUR EARLIEST CONVENIENCE, BUT NO LATER THAN FEBRUARY 6, 2020, TO ONE OF THE FOLLOWING:

EMAIL (when donation item is not accompanying donation form): aeaton@naturalhistoryfoundation.org OR directly to your Auction Committee Contact

MAIL or IN PERSON: To NMMNHF, 1801 Mountain Rd NW, ABQ NM 87104-1374 OR directly to your Chocolate Fantasy Auction Committee Contact

QUESTIONS: Feel free to call 505-841-2838 at any time with your questions!

THANK YOU!!! Last year your donation helped fund STEM education outreach and science programs for all ages! Thank You for your generous auction donation and for your support of NMMNHF & Chocolate Fantasy!



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