

Washington State 4-H Forum Auction Guidelines

Auction Items

Donated Items may be new, hand-crafted, collectibles, or antiques (please, no 'garage sale' items). Food items **must be** within their expiration date. No more than three of the exact same items will be accepted from any 4-H unit (i.e., only three county fair sweatshirts, cookbooks, vases, etc.).

An estimated retail value is required!! You may consider it to be “priceless” but we need a dollar amount.

Auction items that do not receive bids at either the Live or Silent Auction, will be returned to the group that arranged the donation.

Deadline for inclusion in Auction Book is **September 30th** and the item must be present by 10 am on Saturday of Forum in order to be included the Live Auction on Saturday night.

Proceeds

Counties and other 4-H units (groups) may use this auction as a fund raiser. Please consider the total earning power of your donations to insure a payback. The funds are returned to the group in the following manner:

- The first \$100 raised at the auction by the items specified to the group is retained by the Advisory Board to meet expenses.
- The auction amount above the first \$100 is split 50/50 with the group and the Advisory Board.

Door Prizes

Door prizes will be awarded periodically throughout the Forum. Handcrafted as well as commercially made items are welcome. It is requested that the door prizes be \$10-\$20. Please bring door prizes with you to Forum.

Please complete all information on the reverse side of this form and return by September 30

Thank you!

WASHINGTON STATE UNIVERSITY
EXTENSION

4-H Youth Development Program 

Thank you for your generosity!

DONATION FORM FOR STATE 4-H FORUM

Please complete all information on this form and return by 9/30

Please circle one:

Auction

Door Prize (\$10-\$20 Items)

Item Name: _____

Item Description: _____

Approximate Retail Value of item: \$ _____ Number of items (limit 3) _____

Donor Name:	Form Submitter Name:
Donor Address:	Form Submitter Address:
Donor City, State, Zip Code:	Form Submitter City, State, Zip Code:
Donor Telephone:	Form Submitter Telephone:
Donor Email Address:	Form Submitter Email Address:
Name of 4-H entity that will share funds:	

Return to:
4-H Auction – Vicki Contini
5426 N Road 68 Suite D-277, Pasco, WA 99301
Phone: 509-547-8525
Fax: 509-545-2130
E-mail: mjcontini@aol.com

Washington State Advisory Board Employer Identification Number: 91-6053967
(only ONE item per form) - copy this form as needed
Note: Do not mail donations; bring them with you to Forum