



Please fill in all sections completely

CONTRIBUTOR CONTACT INFORMATION:

Donor Name: _____
 Contact Person (if needed): _____
 Address: _____
 Mailing Address (if different): _____
 City/State/Zip: _____
 Phone: _____ E-mail: _____

DONATION INFORMATION:

Description: Complete descriptions are very helpful as this information will be displayed at the auction. Use the back or a separate sheet if needed.

If donation is a restaurant meal or other service, please indicate if gratuity and/or tax is included. If it is a work of art, please indicate title, size and other relevant descriptive information. If donation is a vacation rental, valid dates and any other restrictions must be specified here:

Retail Value: _____ **Suggested Minimum Bid:** _____

(If no minimum bid is stipulated by the donor, the Auction Committee reserves the right to set the bid.)

In the unlikely event that your donated item does not sell at the minimum bid, shall we: _____ return the item to you? _____ lower the minimum?
 _____ other (please specify)? _____

Restrictions (if any): _____

DELIVERY METHOD: (To be at the school by Oct. 17) _____ enclosed _____ to be dropped off _____ to be mailed _____ to be picked up.

Donor Signature: _____

INSTRUCTIONS: Please send this form by **September 26th** to the address or fax number below. You may also use the **Writeable Online Donation Form** located at www.charlemont.org - follow the Auction link from the Academy's homepage. Keep a copy for your records.

The Academy at Charlemont, Attn: Cornucopia Auction & Social,
 1359 Mohawk Trail,
 Charlemont MA 01339

Fax: 413-339-4324, E-mail: auction@charlemont.org

DISPLAY: Information from the description above will be displayed at the auction. If you have additional descriptive information or non-returnable display enhancements please include those with the item. Gift certificates will NOT be displayed so additional display material would be greatly appreciated.

If possible please send a photo of the item, preferably digital, for our website. Email the photo to auction@charlemont.org

If donating a gift certificate please send it with the form.

Donation is tax deductible to the extent permitted by law.

IMPORTANT DATES: This form due: by **September 26** Delivery of item: by **October 17** Auction day: **November 4**

QUESTIONS? Call Phoebe Walker-West at (413) 625-9883 or e-mail to phoebe01370@gmail.com

Thank you very much for supporting the students at The Academy at Charlemont.

For administrative use only: Donation received by: _____ Date: _____ Solicited by: _____