



# Silent Auction/Give-Away Items Donation Form

National Indian Council on Aging, Inc.

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Telephone:(505) 292-2001 ♦ Fax:(505) 292-1922

[www.nicoa.org](http://www.nicoa.org)

## 20<sup>th</sup> BIENNIAL NICOA CONFERENCE SEPTEMBER 3-6, 2014

Please check the appropriate box for your donation:    Silent Auction  Give-Away Item

### 1. CONTACT INFORMATION (PLEASE PRINT OR TYPE CLEARLY)

Donor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Organization /Tribe: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

### 2. DONATED ITEM (PLEASE PRINT OR TYPE – ONE FORM FOR EACH ITEM)

Name of Item Donated: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Model #: \_\_\_\_\_ Cost/Value: \_\_\_\_\_

Complete Description\* of Item: \_\_\_\_\_

*\*If your item contains multiple services or products, please give details in your description. Please complete a separate form for each donated item.*

### 3. SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS

When donating gift certificates, please include the following in the certificate or letter:

- ❖ Name of product or service
- ❖ Description of what is included in the service and what is excluded from the service
- ❖ Name of person to contact for further information
- ❖ Name, address and full contact information for your company
- ❖ Instructions on how to use the item
- ❖ Include any additional information such as a photo or description brochure as appropriate
- ❖ Date of Expiration

### 4. SHIPPING OPTIONS (PLEASE CHECK ONE)

- I or a company representative will deliver or ship the above item(s) to arrive by **August 28, 2014** to: **NICOA 2014 Conference on Aging, C/O Sheraton Downtown Phoenix, 340 North 3rd Street, Phoenix, AZ 85004**
- If the above is not possible I will contact Randella Bluehouse by **August 1, 2014** to make alternate arrangements.

*\*AFTER AUGUST 1, 2014, YOU MUST CALL RANDELLA BLUEHOUSE AT 505-292-2001 TO MAKE SPECIAL ARRANGEMENTS.*

**PLEASE FAX COMPLETED FORM TO 505-292-1922 OR EMAIL TO [info@nicoa.org](mailto:info@nicoa.org)**