



Branch Rickey Award®
Presented annually by
 The Rotary Club of Denver
 1900 Grant Street, Suite 850
 Denver, CO 80204
 303-893-1919 | Fax 303-893-5702

For internal use only:
 Category _____
 Item # _____

2014 Branch Rickey Auction – Donation Form (one form per item)

Donated by: _____ Signature _____

Descriptive Name for Item: _____

Donor's Website: www. _____

Donor Contact Name: _____ Phone: _____

Donor Business Address: _____

City _____ State _____ Zip _____

Email _____

Completed ✓

Step 1 **ITEM DESCRIPTION** as it should read in the catalog and on the bid form (up to 254 characters):

Please include restrictions: i.e. Expiration date, if an item is it exchangeable and can it be combined with other items

Do you own a time share or 2nd home?
 Know someone famous or high profile?
 Where do you dine? Who cuts your hair?
 Who instructs you in Yoga? Tennis?
 Do you have a golf membership?
 Where do you stay on vacation?

Step 2 **RETAIL/FAIR MARKET VALUE** of item \$ _____ May be deductible, consult your tax advisor.

Step 3 A **PHOTOGRAPH** of the item will be displayed at the auction and may also appear in the catalog. A digital image (gif, jpg) of item is attached [____], will be emailed to flawrence@rmssi.com.

Step 4 A **PHOTOGRAPH** of the donating company's logo (gif, jpg) is on attached media [____], will be emailed to flawrence@rmssi.com [____].

Step 5 If this item requires a **GIFT CERTIFICATE**; it is attached [____], it will be sent later [____], the donor requests the auction committee create a certificate [____].

Step 6 Auction items should include an 8 ½" x 11" **PROMOTION SHEET** to advertise the item during the auction. Donors may prepare and submit a sheet of their own design or the auction committee will provide a generic sheet. The promo sheet for this item is attached [____], will be sent later [____], the donor requests the auction committee create a sheet [____].

Address for items to be delivered or shipped:

Branch Rickey Award Auction, c/o Frank Lawrence, 2171 S. Grape St., Denver, CO 80222
 or email auction form to flawrence@rmssi.com.

Donation Solicitor _____

Phone: (____) _____ e-mail: _____

This donation becomes the property of The Branch Rickey Award. Proceeds from the auction benefit The Denver Rotary Club Foundation, a 501(C)3 non-profit corporation; Federal Tax ID #23-7154562.

Event date: November 14, 2014 | Location: McNichols Event Center

Rotary Club of Denver, 1900 Grant Street, Suite 850, Denver, CO 80203|303.893.1919 | Fax 303-5702 | branchrickeyaward@dennverrotary.org