

# 19TH ANNUAL CHARITY AUCTION *Donation Form* - NOVEMBER 6, 2008

## TO DONATE A PRIZE, PLEASE FOLLOW THESE INSTRUCTIONS:

1. Write a letter or certificate on your letterhead which includes a detailed description of the prize and a list of all restrictions (e.g. blackout dates, attendance specifications, etc.), and instructions on how the winner is to receive the prize.
2. Complete a copy of this prize donation form. If donating more than one prize, please submit a donation form for each prize.
3. List the donor (individual and/or company name) as it should appear in the auction prize book.
4. All prizes are valid through November 6, 2009, unless otherwise specified.

Donor (as it should appear in the prize book) \_\_\_\_\_

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

Organization \_\_\_\_\_

Address \_\_\_\_\_

Suite/Room/Apt. \_\_\_\_\_

City/State/Zip \_\_\_\_\_

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

E-mail \_\_\_\_\_

Item(s) Donated (please attach a separate sheet if necessary and be as specific as possible) \_\_\_\_\_

Donor Estimate of Fair Market Value (required) \$ \_\_\_\_\_

Acknowledgement should be sent to (name, if different from contact person, and address) \_\_\_\_\_

Donation Obtained By (name of FCBA Member, if applicable) \_\_\_\_\_

**PLEASE MAIL OR FAX THIS FORM NO LATER THAN  
MONDAY, OCTOBER 20 TO:**

**Kerry Loughney**

Federal Communications Bar Association

1020 19th Street, N.W.

Suite 325

Washington, D.C. 20036-6101

Phone: (202) 293-4000

Fax: (202) 293-4317

E-mail: [kerry@fcba.org](mailto:kerry@fcba.org)

**The 19th Annual Charity Auction, benefiting Horton's Kids and the FCBA Foundation, will be held on Thursday, November 6, at the Capital Hilton beginning at 7:00 p.m. Admission is free.**

**ALL DONATIONS MUST BE DELIVERED TO THE FCBA OFFICE NO LATER THAN FRIDAY, OCTOBER 24.**

Prize donations of any value may be "bundled" with other prizes for the live or silent auction. Prize donations valued at the sponsorship level of \$1500 or greater will receive additional recognition. The Auction Committee may offer any prize donation valued at less than \$25 as a raffle prize.