

31st ANNUAL FCBA CHARITY AUCTION DONATION FORM *November 10, 2020*

TO DONATE A PRIZE, PLEASE FOLLOW THESE INSTRUCTIONS:

1. Complete a copy of this prize donation form. If donating more than one prize, please submit a donation form for each prize.
2. List the donor (individual and/or company name) as it should appear in the online auction.
3. Provide 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 (attach additional sheets as necessary). All prizes are valid through November 10, 2021, unless otherwise specified. If applicable, please provide a photo of the prize to include in the online auction.

Donor (as it should appear in the online auction): _____

Contact Person: _____

Organization: _____

Address: _____

Suite/Room/Apt.: _____

City/State/Zip: _____

Phone: _____ 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): _____

The 31st Annual Charity Auction, benefiting Reach Incorporated and the FCBA Foundation, will be held virtually on Tuesday, November 10, 2020. The event is free and open to the public.

THIS FORM MUST BE EMAILED OR MAILED NO LATER THAN MONDAY, SEPTEMBER 28 TO:

Janeen Wynn

FCBA Foundation
1020 19th Street, NW
Suite 325
Washington, DC 20036-6101
Phone: (202) 293-4000
E-mail: janeen@fcba.org

Like the Charity Auction on [Facebook](#) or follow us on [Twitter](#) (@FCBACharity) or [Instagram](#) (@FCBA_law)

ALL DONATIONS MUST BE DELIVERED TO THE FCBA OFFICE NO LATER THAN FRIDAY, OCTOBER 16.

Donation Delivery Policy

- Donation drop-off will be every Thursday, 11:00am-3:00pm starting on September 17. Donors must arrange directly with Janeen Wynn if alternative drop-off options are needed.
- Items mailed in an envelope through USPS should be postmarked prior to October 11. However, packages delivered to the FCBA office must be arranged prior to delivery to ensure someone will be there to receive it.
- No one will be available to sign for a delivery, so please do not require that option.

No Contact Policy for Drop-offs

- Donor must wear a face mask to enter the building.
- Donor should ring the doorbell and then leave the prize (along with the donation form) outside the office door.
- If donor chooses to have the donation delivered by courier or any other mail delivery service, then it is their responsibility to ensure that it will be a no contact delivery.

Prize donations of any value may be “bundled” with other prizes for inclusion in the online auction. Cash donations are accepted and may be used toward the purchase of auction prizes or added directly to the auction proceeds at the Auction Committee’s discretion.