

# 32nd ANNUAL FCBA CHARITY AUCTION DONATION FORM *November 10, 2021*

## 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, 2022, 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 32nd Annual Charity Auction, benefiting Rosie Riveters and the FCBA Foundation, will be held virtually on Wednesday, November 10, 2021. The event is free and open to the public.**

**THIS FORM MUST BE EMAILED  
NO LATER THAN MONDAY,  
OCTOBER 18 TO:**

**Janeen Wynn**  
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 WITH A COPY OF THIS FORM  
NO LATER THAN THURSDAY, OCTOBER 28.**

**Janeen Wynn**  
FCBA Foundation  
1020 19th Street, NW  
Suite 325  
Washington, DC 20036-6101

### Donation Delivery Policy

- **Donation drop-off will be every Thursday, 11:00 a.m. – 4:00 p.m. starting on October 4.** The FCBA staff is currently telecommuting, so donors must arrange directly with Janeen Wynn if alternative drop-off options are needed.
- Make sure to allow enough time if sending through USPS. 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 deliveries. Please do not require that option.

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.