



# 2014 Auction Donor Record

*This form may be duplicated for multiple donations.  
Please print clearly.*



**Deadline:** In order to be included in the catalogue used during the auction opening, all information and photos must be received by **Friday, August 8, 2014 at 12:00 p.m.** Items accepted after this date will be posted at various times during the course of the online auction, August 18 – September 18, 2014 at *BiddingforGood.com*.

**Item Donated:** \_\_\_\_\_ **Estimated Value of Item:** \_\_\_\_\_

**Acceptable Items:** Please refer to Auction Item Acceptance Policies & Guidelines. **Digital photo:** To expedite publication of your item on the auction website, please provide a digital photo clearly highlighting your item.

Item Description (75-125 words) along with details pertaining to range of dates for use, requirements or exceptions that need clarification:

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**Name and address of the donor as you wish it to appear in the program and to whom a thank you will be sent.**

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

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

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

**Completed forms may be submitted by:**

- **E-Mail: Preferred Method.** Send an e-mail copy of this form and a digital photo directly to the Ohio 4-H Foundation at [ohio4hfoundation@osu.edu](mailto:ohio4hfoundation@osu.edu).
- **Mail:** Hard copies of this form and photograph can be sent to: Ohio 4H Foundation, 2201 Fred Taylor Drive, Columbus, Ohio 43210.
- **Fax:** If necessary, you may fax to 614-292-5937.\*If you fax the report, you must contact the Foundation at 614-292-6943 within 24 hours of faxing.

A confirmation will be sent to the company/organization contact person detailed above once this form is received.

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Proceeds benefit Ohio 4-H Endowment Fund #605354 with a portion benefitting  
The Nationwide and Ohio Farm Bureau 4-H Center Endowment Fund #605125.*

**Gifts to 4-H are tax deductible to the fullest extent of the law.**



## Auction Item Acceptance Policies & Guidelines

Items considered for sale in the 2014 Celebration of Youth Cyber Auction must meet all state and federal regulations, as well as shipping requirements for UPS.

Auction donor is responsible for the delivery of the auction item to The Ohio 4-H Foundation, 2201 Fred Taylor Drive, Columbus, OH 43210 by **September 18, 2014**. Item will be sent directly to the respective auction winner via UPS from the Ohio 4-H Foundation.

Item(s) will become 4-H property if not sold or if it does not reach the minimum bid by auction close on September 18, 2014.

Consider the following general guidelines as you create your auction item:

- **Creation of Basket**- Create a "basket" of items that highlights the unique history and heritage of your community, county 4-H programs and activities. Estimated item value of at least \$50 - \$100.00.
- **It can be Taken Apart** – To accommodate shipping, your basket of items will be separated and individually wrapped to survive the journey to their ultimate destination.
- **Be as Unbreakable as Possible** –Souvenir cups and plates are fine; jams, jellies and other foods packed in vacuum-sealed, market-ready jars are fine – These packages are designed to take some shipping wear and tear. However, other materials hand-packed in mason jars and/or other containers not designed for consumer market delivery will be a problem. If at all possible, please have items packed in plastic or some other unbreakable container.
- **Package Dimensions** - Don't worry, if we need to use more than one box to deliver all you basket items, that's fine. However, **no one item should be more than 18 inches tall and/or 18 inches wide**. Please make sure that any traditional basket handle is not too big.
- **Framed Items** - Many photos, paintings, prints, sports memorabilia and other related items can be accommodated with special packing materials. Please let the Ohio 4-H Foundation staff know the dimensions of your special item as early as possible.
- **Perishable Food** - While some food items have a long shelf life, others like meat, cheese, bread, seasonal fruits and juice do not. Many parties want to offer these specialty items as part of their baskets; that's fine. Many local companies offering these items already have programs in place to ship their perishable items via special delivery. The Foundation suggests that you include a special certificate in your collection highlighting the perishable item. The certificate should contain directions on contacting the company and getting the actual item delivered in an expedited manner. The Foundation will work closely with you to assist in this process.
- **Weight Limitations** - Although a large collection of materials could have considerable weight, **no single piece in the collection should weigh more than 50 pounds**.

**Prohibited Items:** In accordance with state and federal law, we cannot offer access to firearms and/or alcoholic beverages as part of any auction item. **NO EXCEPTIONS.**

**Photographs:** A good, balanced digital photograph is needed to highlight your item in our website's Auction Catalogue. Although there is no need to hire a professional photographer, here are some tips for creating a great photo:

- **Good Camera** - Any photo from any digital camera in the consumer market will do fine. Your camera's flash will provide all lighting for a good shot.
- **The Item is the Star** - Please have the item as the focal point (only subject) in the photo.
- **Background** - One of the easiest things to do to guarantee a great background is to use a solid color, (medium-dark red or blue) blanket as a backdrop. Place a small table in a corner; tack the blanket up so it covers the table and back wall. Place the item on the covered table to complete the set.
- **The More, the Merrier** - Can't decide which photo best highlights your item? Feel free to send 2-3 photos. **Can't Get a Photo?** If you're giving a special get-away package to a local lodge, hotel, theme park, sports venue or attraction - That's O.K. The donor's website probably has all we need to generate a photo and/or graphic highlighting your item. Just include their web address on the donor form.