



ARMA INTERNATIONAL EDUCATIONAL FOUNDATION

RESEARCH · EDUCATION · SCHOLARSHIP

DONOR FORM

Silent Auction To Benefit

ARMA International Educational Foundation

Thank you for your making a donation to our silent auction. Please complete this form and send it to Silent Auction at admin@armaedfoundation.org or fax at 412-872-9812.

If you have any questions, please contact Susan Whitmire at susan_whitmire@bcbst.com or Helen Streck at hstreck@shb.com.

Chapter/Region Name: _____		
Mailing Address: _____		
City: _____	State/Prov: _____	Zip/MC: _____
Contact Name: _____		
Contact Info		
Phone: _____	Fax: _____	
E-mail: _____		
Winning Bidder Address Requested:	<input type="checkbox"/> <i>Please check the box if you need the winning bidder address.</i>	
Donated Item: _____		
Retail Value: _____	<input type="checkbox"/> <i>Please check if shipping item to conference in advance (see below)</i>	
Item Description: _____		

To be properly recognized, complete ONE form per donated item.



If desired, items can be shipped in advance to:

**Assured Records
510 Douglas Ave. Suite 10033
Altamonte Springs, FL 32714**

Mark outside of package "Hold for Silent Auction"



Redemption Instruction

Below are the instructions to donors for ensuring the item donated reaches the winning bidder.

- A. ***Items needing to be shipped to bidder from the auction.*** It is the responsibility of the donor to ensure that the items donated are shipped from the ARMA Conference to the winning bidder.
1. Donor is to obtain the mailing address of the winning bidder. On donor form check the box for “Winning Bidder Address needed.”
 2. Provide the name of the person, including full contact information, who will be responsible for shipping the item and who can answer any questions either the Auction Co-Chairs or the winning bidder may have.
 3. Provide the following information to the Auction Co-Chairs:
 - A. Approximate date item will be shipped and method of delivery.
 - B. Total timeframe winning bidder should expect until item is delivered.
- B. ***Items to be shipped from the donor location to the winning bidder.***
1. Provide the Silent Auction contact with a completed donor form and a picture of the item or a certificate.
 2. On donor sheet note “Winning Bidder Address needed.”
 3. Within five calendar days of the ARMA Conference, the donor is to ship the donated item to the winning bidder so that it arrives within seven working days.
 4. All costs for shipping the item are to be born by the donor. Do not ship COD or by any means that require the receiver to pay a fee.
 5. If item is no longer available, the value of the item will be paid to the winning bidder.