

Washington State 4-H Forum **Auction Guidelines**

1. Auction Items – Auction items may be New, Hand-Crafted, Collectibles, or Antique (Please, no 'Garage Sale' items). Food items must be within their expiration date. No more than 3 of the exact same items will be accepted from any 4-H unit (i.e. only three 2012 county fair sweatshirts, cookbooks, Alaskan Cruises). Items, which do not receive bids at either the Live or Silent Auction, will be returned to the group that arranged the donation.

Deadline for inclusion in Auction Book is September 30, 2012.

2. Proceeds – Counties and other 4-H units (groups) may use this auction as a fund-raiser. Please consider the total earning power of your donations to insure a payback. The funds are returned to the group in the following manner:
 - The first \$100 raised at the auction by the items specified to the group is retained by the Advisory Board to meet expenses.
 - The auction amount above the first \$100 is split 50/50 with the group and the Advisory Board.
3. Door Prizes – Door prizes will be awarded periodically throughout the Forum. Hand-crafted as well as commercially made items are welcome. Please bring door prizes with you to Forum.
4. Hospitality Room – Donation of snacks and drinks are gladly accepted. Examples of items received in the past are cookies, quick breads, chips, fruits, vegetables, cheese, and crackers. Please bring items to the Hospitality Room at the Hotel.
5. Please complete all information on the reverse side of this form.

DONATION FORM
2012 STATE 4-H FORUM AUCTION
October 20, 2012
DoubleTree Hotel, SeaTac, Washington

(only ONE item per form)

Please circle one: Auction Door Prize Hospitality Room

Donation Item: _____

Approximate Retail Value of Item: \$_____ Quantity _____ (maximum 3)

Description & Details: _____

Donor:

Name _____

Address _____ City _____ State _____ Zip _____

Phone (____) _____ e-mail _____

Person Submitting Information:

Name _____

Address _____ City _____ State _____ Zip _____

Phone (____) _____ e-mail _____

County or other 4-H unit to receive proceeds from auction:

Washington State Advisory Board Employer Identification Number: 91-6053967

Only one (1) item per form – copy this form as needed



Send completed form to:

4-H Auction
WSU Extension Franklin County
404 West Clark
Pasco, WA 99301
Phone: 509-545-3511
Fax: 509-545-2130
E-mail: vcontini@co.franklin.wa.us

NOTE: Do not mail donations; bring them with you to Forum.
Deadline for Auction Catalog inclusion: September 30th