



**International Council of Air Shows Foundation
Silent Auction Donation Commitment**

For Foundation use only

Item No: _____
Confirmed: _____
Received: _____

1. Name:
2. Organization:
3. Address:
4. City: _____ State/Province: _____ Postal Code: _____
5. Business Phone: _____ Home Phone: _____
6. E-Mail: _____
7. Donor wishes bid proceeds from this donation to be applied to:
OR I'd like the Foundation to apply the proceeds where they are most needed
8. Name of Item:
9. Suggested Retail Value:
10. Please set a minimum or starting bid for this item at \$_____. (Leave blank if no minimum bid is required).
11. Photos/descriptions available at: **www**.
12. Description:
13. Qualifying criteria, if any, for winning bidder:
14. Winning bidder collects product or service purchased by *(please provide all necessary contact information, or indicate if the item will be available for pickup at the convention)*:
15. If the Foundation elects to hold an online auction NOT in conjunction with the ICAS convention, I acknowledge the possible inclusion of my donated product/service in that venue. (Enter your initials here) _____

FAX this completed page to: 1-734-326-7282

You will be contacted within 2 weeks to discuss your donation. Please DO NOT ship your donated item(s) prior to being contacted.

Instructions for Completing the ICAS Foundation Auction Donation Form

1. Enter your full name. If an organization is making the donation, enter the name of a contact person.
2. Enter the company name as you wish it to appear in auction publicity documents and on your auction item's signboard.
3. Enter a complete mailing address. This address will be used to send your donation acknowledgement and your tax receipt.
4. Enter your city, state (or province) and postal code.
5. Enter the business phone number for the person named in line 1. A home phone number is optional.
6. Enter the e-mail address where the Foundation can reach the person named in line 1.
7. Indicate your preference for application of one-half of the proceeds from your donation. The winning bidder will designate an allocation for the other half of the proceeds. Use this option to select a specific fund to support, or let the Foundation apply your proceeds where it is most needed this year.
8. Provide a short description of the product or service you are donating. The information you enter here will be used in the auction item listing and as the title line on your auction item's signboard.
9. Provide the suggested retail value of the item or service you are donating. If you are donating multiples of an item, provide the retail value of one item. The value you enter here will be used in the auction listing and on your item's auction signboard.
10. A minimum bid will be set for your item if you wish. If the minimum bid is not met, the item will not be sold and will be returned to the donor.
11. If photos or a logo depicting your product or service are available on the Internet, please provide the URL. If we can obtain photos or your logo in some other way, please indicate how we may obtain them. The photo and/or logo will be used on your auction item's signboard.
12. Provide a more detailed description of the product or service. For example, provide the size and color of clothing items, the dimensions of artwork, operating system requirements for software, length of stay for trips, parameters of rides, and so on. Be as specific as possible. If you are donating multiples of an item or service, indicate whether the items are to be auctioned as a set to one high bidder, or should be posted as separate items available to multiple bidders.
13. If there is qualifying criteria the winning bidder must meet, please describe those requirements. For example, if the winning bidder must be present at an air show or must travel to a particular location in order to collect their product or service, indicate the specifics here. If the winning bidder must meet age, weight, height or health standards in order to collect an aerobatic ride, please provide the specific requirements. If there is no qualifying criteria, indicate N/A.
14. Provide specific information about how the winning bidder may collect their product or service. Provide a contact name and phone number if the winning bidder must make arrangements to collect their winning bid. If your auction donation is for a service, the Foundation will print a "gift certificate" with the contact information that the winning bidder can take with them from the convention. If your auction donation is a product, indicate whether the item will be available at the convention as a "take with" item.
15. Please indicate by initialing that you have read the disclaimer and understand that your item may be offered during an online auction at a different time of year. If you do not want your item offered in the online auction, do not initial line 14.