COLORADO ASSOCIATION OF CONSERVATION DISTRICTS ANNUAL MEETING

**November 18-20, 2019**​​

Hotel Elegante
2886 S Circle Dr, Colorado Springs, CO 80906

***Silent Auction Item***

**District/Organization:**

**Address:**

**City: State: CO Zip Code:**

**Contact Person:**

**Contact Phone:**

**Contact Email:**

**Contact Cell Phone:**

**Description of donated item:**

**VALUE:**

**PLEASE EMAIL A COPY PRIOR TO THE MEETING TO**

**Larry Lempka larry@uspwa@gmail.com**

***Please submit two copies of this form with the Silent Auction Item***

***1 copy for the office and 1 copy to accompany the item***

**INSTRUCTIONS**

1. **Each item will be assigned a number at check-in by the auction committee.**
2. **Make sure the form is filled out completely.**
3. **It is imperative that we have a cell phone number for a contact person that will be at the conference in case we have questions prior to the auction.**
4. **The description of the item being donated should be detailed. i.e.**
	1. **If it’s a gift basket - list all the items in the basket and if you want you can list where the items came from.**
	2. **If it’s a hunting/fishing or other trip – list everything included in the trip, like lodging, meals, guides, transportation, etc. Where it is, if there is an expiration date or a certain date it’s available. A brochure would be nice if one is available.**
	3. **If it’s a handmade item – information on the materials in the item, and any information you have on the person who made it.**
5. **Value – Fair Market Value.**
6. **The items can be checked in at the CACD office at the hotel starting on Monday morning, November 18th.**

**If you have any questions, please feel free to contact Larry Lempka at
970-624-7570.**