

# UUCP Virtual Auction Donation Form Instructions

The UUCP Virtual Auction Donation Form can be found on the UUCP website under the Members, Useful Documents section. Clicking on the link will download the form to your computer.

**Value:** is what the donor says the item is worth, or the dollar amount of a gift certificate.

**Name of Business / Organization:** is the name of the the business that is making the donation (leave blank if not a business).

**Your Name:** is the name of the person representing the business, or the name of the individual.

**Address, Phone & Email:** is the address, phone and email of the individual or contact person who made the donation

**Solicitor:** Name of the person who solicited the donation if the donation is from outside the congregation

## What to do with the completed form

Send the completed form to [communications@uucpalisades.org](mailto:communications@uucpalisades.org). You can get the information sent one of several ways:

1. Scan the completed form and email the scan
2. Take a photo of the completed form and email the photo.
3. Type the information from the form into an email
4. Fill in the form on this document and email.

**Please remember that we need pictures whenever possible. For businesses, an image of the coupon or business card helps if they do not have another image they would like us to use. Images should be emailed clearly identifying which item they are for.**

**Thanks.**