Donations of items to the Silent Auction are requested and much appreciated! To generate excitement leading up to the Silent Auction, we are posting photos of donated items on the CAC Facebook page (bidding will still take place in person at the conference). Please send a JPEG of your object for us to post ASAP. Alternatively, send your donation in early, and we will photograph it for you.

**Please email completed form (with JPEG image if possible) to** [**cac.accr.auction@gmail.com**](mailto:cac.accr.auction@gmail.com) **(Attn: Kasey Lee).** Completed donation forms **must** be received by **Friday, May 5 2023**. Use one form per donated item.

**Choose one of the following options** (use ONE form for EACH item donated)**:**

☐ I will mail or bring the donation to:

**Attn:** **Kasey Lee, CAC Silent Auction**

**1003 Lodge Avenue, Victoria BC V8X 3B1**

(item must be received by **Tuesday, May 5th 2023)**

☐ I will bring the donation to the conference registration desk on Wednesday, May 31:

**The Coast Ballroom at the Coast Victoria Hotel and Marina**

**146 Kingston Street**

**Victoria, B.C.**

1. Donor name (as will appear on bid sheet):
2. Address:
3. Phone number:
4. Email:
5. Whom do we thank for item (if different from donor):
6. Do you wish to receive a donation receipt (subject to CRA rules and regulations): ☐ Yes ☐ No
7. Description of item donated:
8. Approximate dimensions of item:
9. Cost or value:

**Please Note:**

Please consider the size and weight of the object you choose to donate. Many of our attendees will be travelling long distances, so try to keep your donations travel-friendly. We suggest limiting donations to 11” x 14” x 3”.

If you are donating a gift certificate for a product or service, please include the following information in the certificate or letter:

* Name of product or service
* Description of what is included and excluded
* Name, address, phone number, email of you or your company
* Instructions on how to redeem product or service
* Date of expiration