

# VACATION ITEM – AUCTION DONOR FORM

ITEM AND CATALOG PRINT DEADLINE IS FIRM – DECEMBER 10, 2021.  
ONE ITEM PER FORM. PLEASE FILL OUT COMPLETELY. PRINT USING BALLPOINT PEN.

At the discretion of the Auction Office, donations will be placed in either the Online Auction or the Auction Gala Event.

Donor Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Donor Signature \_\_\_\_\_ Person to Thank \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact (if different from donor) \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

I wish to be listed as "A Friend of EHS" OR  I wish to be listed as \_\_\_\_\_

Market Value \$ \_\_\_\_\_ (required)

Please send photographs of this vacation item to [mloper@ehshouston.org](mailto:mloper@ehshouston.org) within one week of submitting this form. All vacation items featured in the EHS Auction MUST have accompanying photos. (\*\*If this destination has been featured in the EHS Auction previously, we will use archived photos unless notified otherwise.)

Type of vacation item (hotel, condo, home, etc.) \_\_\_\_\_

Location \_\_\_\_\_

# of days & nights \_\_\_\_\_

# of bedrooms & bed sizes \_\_\_\_\_

# of bathrooms \_\_\_\_\_

Maximum # of guests \_\_\_\_\_

Anything else included with donation (food, beverages, golf, etc.) \_\_\_\_\_

Any special descriptions of place \_\_\_\_\_

Time limits, restrictions, or special instructions \_\_\_\_\_

Activities available in the area \_\_\_\_\_

**Please check one**

- Tangible Item  
 Certificate/  
Tickets

**Please check one**

- Item is attached to this form.  
 Item will be mailed to EHS on \_\_\_\_\_.  
 Item will be delivered to EHS on \_\_\_\_\_.  
 Item to be picked up by Pickup Committee.

- EHS has my permission to create a certificate for this item if not providing certificate/tickets or a tangible item.

\_\_\_\_\_  
(Initials of Donor if certificate is not provided.)

Auction Worker Name \_\_\_\_\_ Phone \_\_\_\_\_

Federal E.I.N. #76-0056509

**FOR OFFICE USE ONLY**

- Item received     Certificate received     Pickup     Donor will mail/drop off     EHS makes certificate

**ORIGINAL**

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**AUCTION OFFICE**

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