



**Green Tie Affair –  
Thursday, October 7, 2010 – LSU Rural Life Museum  
Silent Auction Donation Form**

Benefiting the Computers for Louisiana Families Program through Computers for the Coast  
Please email completed form to [cforbes@cacrc.com](mailto:cforbes@cacrc.com) or fax to 225-379-3496.

The Green Tie Affair is a fundraising event for the Capital Area Corporate Recycling Council to benefit our Computers for Louisiana Families Program through Computers for the Coast. With the oil disaster on our coast, many families will be impacted economically and may need computers. The CACRC will expand our CLF Program to include the parishes suffering the effects of the oil-Computers for the Coast. The CACRC is as a 501(c) (3) and your our generous donation to our silent auction is tax-deductible. Our Tax ID Number is 721315510. Thank you for your support in making Baton Rouge green.

**DONOR CONTACT INFORMATION (Please print or type name)**

Donor Name: \_\_\_\_\_

Contact Name (If donor is a company): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Web site: \_\_\_\_\_

**DONATED ITEM (Please print or type)**

Item: \_\_\_\_\_ Value: \$ \_\_\_\_\_  
(Minimum value is \$50)

Description: \_\_\_\_\_

DONOR CONTACTED BY: \_\_\_\_\_

**\*If your item contains multiple services or products please detail in description.**

**We would appreciate any green educational information that you have, as well as information about your business, to display at the event. Please include a gift certificate or letter stating whom the successful bidder should contact after the auction if your item is not a tangible one (ex. trips, gift certificates, etc.)**

To ensure your business is listed in our printed materials for the event and on our website, the deadline for donation of silent auction items is August 16, 2010. The CACRC certainly appreciates receiving your donation forms and the respective items in advance of the deadline, too. All items, letters and certificates should be delivered to the CACRC Office by September 1, 2010. Thank you for your generous help and support!

### **SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS**

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If you are donating a gift certificate, please include the following information in the certificate or letter.

- **Name of product or service**
- **Description of what is included and what is excluded**
- **Name of person to contact for further information**
- **Name, address and full contact information for you or your company**
- **Instructions on how to redeem item**
- **Include any additional information such as a photo or description brochure as appropriate**
- **Date of expiration**

### **SILENT AUCTION ITEM DELIVERY OPTIONS: (Check one)**

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- I, or a representative of my company, will deliver my item(s) to the CACRC before September 1, 2010.
- Our company will **mail** the above item(s) to the CACRC at 800 Saint Philip Street, Baton Rouge, LA 70802 **to arrive by September 1, 2010\***.

**\*If after September 1, 2010, you must call Clayton Forbes at the CACRC office (225) 379-3577 to make special arrangements.**

### **INTERNAL CACRC OFFICE USE ONLY**

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\_\_\_\_\_ : **Date form received**

\_\_\_\_\_ : **Auction item received**

\_\_\_\_\_ : **Signature**

\* CACRC \*  
\* 800 Saint Philip Street \* Baton Rouge, LA 70802 \*  
\* 225-379-3577 (Phone) \* 225-379-3496 (Fax) \*  
\* [cforbes@cacrc.com](mailto:cforbes@cacrc.com) \*  
\* [www.cacrc.com](http://www.cacrc.com) \*