

Scholarship Auction Preparation Document

The purpose of this document is to help prepare your donation item prior to submitting.

When you donate, we will ask you to please provide:

Donator information: Your full name, organization name, organization's physical address, your email and phone number

Donation Item Information:

- Donation Title
- Region and city (if multiple cities, you will be able to list all)
- Donation value in USD
- Donation expiration date (if possible, we request auction items be redeemable through April 23, 2027. If no expiration date, please write N/A)

Does your item need to be redeemed? If yes:

- Please indicate how your item will be redeemed. ex) By email, certificate, etc.

Item Description: Please be as detailed as possible. ex.) *Included meals, vouchers, transportation, ticketed entry to attractions, etc.*

Restrictions or Limitations: *Ex.) Subject to availability, blackout dates apply, no weekends or holidays, must be 21+ to rent, no more than X# of people, advance reservations required, etc.*

Physical Item: It is important that successful bidders receive a physical item upon purchase. All donations must include a tangible item that can be redeemed at the auction.

Please be prepared to indicate what the physical item will be (*Gift basket, certificate, contact information to redeem, flyer, multiple/other*)

Please be prepared to indicate one of the following options:

- 1) The physical item will be brought to the Conference (who will bring it, and what is their contact information?)
- 2) The physical item will be sent to an address. (You will be asked to confirm that you will send the item at the indicated address by March 30)
- 3) The physical item may be printed by the Scholarship Auction Committee

Donation Visuals: Please share visuals* to be used when promoting your donation.

- Organization's logo
- Photo of the donated item/package (or a photo representing the donated item/package)

Please ensure that your file(s) is/are **5 MB max before uploading or you may risk losing your work. If your supporting documentation exceeds 5 MB, you may provide a **file-sharing link** (WeTransfer, Dropbox, Google Drive etc.)*

Required Approvals:

[] I approve the use of this donation as an auction item in the 2026 Destinations of New York State Scholarship Auction.

[] I understand that my item may be thoughtfully combined with other contributions to create attractive, comprehensive packages. (Ex. A single donation of a restaurant dinner voucher may be combined with a single donation item of free entry to a nearby museum)