

Thank you for your interest in contributing to the FCCLA Ultimate Leadership Fund Virtual Auction. Your generous donation will play a crucial role in supporting FCCLA's mission and providing resources that empower students to develop leadership skills and make a positive impact in their communities. To ensure a smooth and successful auction, please adhere to the following guidelines and specifications:

GUIDELINES FOR DONATED ITEMS:

1. **Market Value:** Items must have a market value exceeding \$75.
2. **Food and Drink Items:** It is highly encouraged that food and drink items come in the form of gift cards. Bottles of alcohol cannot be accepted under any circumstances but can be donated in the form of gift cards. Nonperishable food items are acceptable; however, perishable items such as chocolate or cheese tend to melt or encounter shipping issues due to varying temperatures and, therefore, cannot be accepted.
3. **Multiple Donations:** If donating multiple items or gift sets, please complete a separate form for each item.
4. **Item Details:** Provide detailed information for each item, including item descriptions, sizes, colors, and any other relevant details.
5. **Item Presentation:** Items can be a singular item or a "basket" of items. For shipping purposes, we ask that items do not come in a physical "basket" as this helps us save on shipping and makes it easier to fit items into the shipping boxes after the auction.

SPECIFICATIONS FOR DONATED ITEMS:

1. **Mailing Deadline:** All items must be mailed to FCCLA National Headquarters by December 1, 2024.
2. **Item Dimensions and Weight:** Individual items and baskets must have a combined total weight of less than 20 lbs and must not exceed dimensions of 20 W x 20 T x 20 D. If the item you wish to donate exceeds these measurements, please contact us at alee@fcclainc.org for further instructions.

MAILING INSTRUCTIONS:

- **Mailing Address:**

FCCLA National Headquarters
ATTN: Abigail Lee (Auction)
13241 Woodland Park Road, Suite 100
Herndon, Virginia 20171
- **Donation Form:** Prior to mailing your item, please email a scanned copy of your completed donation form to alee@fcclainc.org. This will help us anticipate your donation and prepare for its arrival.

ACKNOWLEDGEMENT AND RECOGNITION:

- **Acknowledgement:** Upon receiving your donation, FCCLA will send you a thank you letter to acknowledge your contribution.
- **Recognition:** To express our gratitude, we will recognize all donors on auction promotional materials.