

Auction Class Basket Information Form

1. Description of Class Basket for Catalog:

2. Value of Basket : _____ 3. Grade _____ 4. Room Number _____

5. Teacher's Name: _____

6. Classroom Basket Liaison _____

Phone # _____ email _____

Important Instructions:

1. Register your class basket theme and the class basket no later than **January 31st, 2011** – soft copy (email) to both Tracy Geisler – vtgeisler@sbcglobal.net and Mykiss Salgado – mykissts@yahoo.com.
2. Complete the Class Basket Information Form and send to Tracy Geisler – vtgeisler@sbcglobal.net and Mykiss Salgado – mykissts@yahoo.com. – DUE no later than **February 12, 2011**.
3. Contact Mykiss Salgado and arrange the time/date of when you will be delivering the Class Basket & Class Project Item to her home by either calling or email.
4. Deliver your **COMPLETED** Class Basket & Class Project/Personalized item to Mykiss Salgado's home at 205 El Pueblo Place, Clayton – **ON OR BEFORE MARCH 1, 2011**. *NOTE: Be sure to attach the Class Basket ID tag on the Class Basket AND attach the Class Project/Personalized ID tag on the Class Project/Personalized item. Without this, we will not be able to identify baskets or projects for the auction.

For Auction Committee Use Only

_____ Silent Auction Item

_____ Live Auction Item

_____ Item Recorded in Database

_____ Information Sent for Bid Sheet

_____ Information Sent for Catalog

_____ Item File Created

Item No. _____

_____ Thank You/Receipt

January 2011