



# 2025 Item Donation Form

## Deadline for Donations & Drop-off: December 16, 2024

OFFICE USE ONLY	
ITEM#:	<input type="text"/>
DATE:	<input type="text"/>

**INSTRUCTIONS: Please complete and submit the form below.**

The solicitor, donor, and our Development Associate will receive an email confirmation including all of the information submitted in this form.

**NEW PROCEDURE:**

- For all physical items, please print out your email confirmation and keep the printout with the item.
- Deliver the item (along with any appropriate documentation, such as certificates of authenticity, care instructions, etc.) and the printout to the CFFNM office (2009 Botolph Road, Suite 100, Santa Fe, NM 87505) by **Monday, December 16, 2024**.
- If your item is a gift certificate, please mail it, along with a printout of your email confirmation by **Monday, December 16, 2024** to the Cancer Foundation for New Mexico (CFFNM) at PO Box 5038, Santa Fe, NM 87502.
- This form below must be submitted and delivered by **Monday, December 16, 2024**.
- All donated items become the property of CFFNM, to be monetized as it deems appropriate, unless arrangements to reclaim unsold items are made in advance.

**PLEASE DIRECT COMPLETED FORMS & QUESTIONS TO:**

**Libby Boyle**  
Development Associate  
(505) 955-7931 x. 405  
items@cffnm.org

**Email item photo(s) to:  
items@cffnm.org**

### ITEM DESCRIPTION

Item Name:  Value:

(e.g. The Tree of Life by Gustav Klimt, oil painting on canvas, 1909; Compound Restaurant \$500 Gift Card)

Merchandise  Gift Certificate  Expiration date:  Gift certificate provided by donor? YES  NO

Please be as detailed as possible so we can write a compelling description. For artwork, include artist's name (and tribal affiliation if germane), year made, medium, if an editioned piece the edition number, whether framed, and dimensions. For Native American jewelry, include maker, tribal affiliation, approximate year made, and constituent materials. For fashion items, include designer. If the donation is a dining experience, is gratuity or alcohol included? Please list any exclusions or restrictions that apply. **NOTE: Artwork must be ready to hang. We cannot accept furniture or sized garments (only one-size-fits-all).**

### DONOR INFORMATION

Donor Type: Individual  Business

Donor Name:

Please list names of anyone who should be recognized. List as it should appear in print.

Contact Information:

Please list name of individual who approved the donation.

ADDRESS:

CITY:  STATE:  ZIP CODE:

PHONE:  EMAIL:

### SOLICITOR INFORMATION *Important: Please keep a completed form with the donated item.*

Solicitor Name:

PHONE:  EMAIL: