

2018 Silent Auction

February 2018

Dear General Manager,

Help the AHIMA Foundation win **the great race for education** by raising more than \$30,000 in funds for students pursuing post-secondary education in Health Information. Proceeds raised through the AHIMA Foundation's Silent Auction provides the largest annual support to the Merit Scholarship Program, which improves access to educational opportunities for current and future HIM professionals. Last year alone, we were able to grant more than \$64,000 in merit-based scholarships to 40 deserving individuals earning Associate, Bachelors, Master, and PhD level degrees.

Throughout the week of September 23, 2018, the American Health Information Management Association (AHIMA) and its charitable arm, the AHIMA Foundation, will bring together over 4,000 health information professionals from around the country and around the globe for our Annual Convention and Exhibit in Miami. One of the most visited events at the convention is the **AHIMA Foundation Silent Auction**. Should you choose to provide an auction item, it will be displayed in a glass showcase along with any other items that you provide for display. Your display in the auction will put your business in front of thousands of attendees as they browse through the showcases.

HOW YOU CAN HELP

We are requesting a donation of a gift certificate or item for our AHIMA Foundation Silent Auction. You will be listed on the AHIMA Foundation website and the Convention website, in appropriate event collateral, acknowledgement and exposure on bid sheets, and you will be listed in our annual report. Use our [Amazon Wish](#) list to view some creative options to donate, pick an item on the list and it will ship directly to the Foundation.

AHIMA Foundation is a qualified 501(c)3 organization and your donation may be tax deductible to the extent permitted by law. Please feel free to contact me if you have any questions or would like to learn more about AHIMA, the AHIMA Foundation, and our programs and services. **I can be reached at 312.233.1585 or via email at mary.taylor-biasi@ahimafoundation.org.** You can also learn more by visiting www.ahimafoundation.org. Thank you for your attention and consideration. I look forward to hearing from you.

Sincerely yours,

Mary

Mary Taylor-Blasi
Communication Specialist, AHIMA Foundation

2018 SILENT AUCTION

AUCTION DONATION RESERVATION FORM

Reservations must be made by **July 13, 2018** to be listed in the 2018 Convention Program.

Mail form to: AHIMA Foundation, 233 N. Michigan, Ave, 21st Floor, Chicago, IL 60601

Donor Information

Donor Name _____

(Individual/CSA/Corporation)

Donor Street Address _____

City _____

State _____ Zip _____

Contact Information

Contact Name _____

Daytime Phone Number _____

E-mail Address _____

Item Donation Information

Suggested Title of the Donated Item(s) _____

Description of Item(s) to be Donated _____

Estimate of Fair Market Value of Donation _____

The value of any item, regardless of the amount, is used for internal gift reporting only - AHIMA Foundation is unable to include the estimated value on a donor receipt or acknowledgement. It is the responsibility of the donor to substantiate the fair market value for his/her own tax purposes.

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As the AHIMA Foundation Silent Auction at the 2018 AHIMA Convention and Exhibit is drawing nearer, here are the shipping instructions to use for sending your auction items to the convention site.

Auction Shipping Instructions:

- Schedule delivery to arrive by Friday, August 10, 2018.** The AHIMA Foundation will be able to accept items during this timeframe to allow us to pre-set up the Auction for easier load in when we arrive on site in Miami.
 - If you are unable to ship by this deadline, please contact Mary Taylor-Blasi via e-mail at mary.taylor-blasi@ahimafoundation.org to discuss alternative shipping options
 - Alternately, items can be hand delivered on-site at Convention on Saturday, September 22, 2018
- Ship Items to:**
 - AHIMA Foundation
c/o Silent Auction
233 N. Michigan Ave, 21st Floor
Chicago, IL 60601
- Pack your auction item securely.** Items will be unpacked and photographed and repacked in original packing materials on site at the Foundation Offices. The Foundation will ship all items received in the office and which will be stored for several weeks in a separate facility and not under our direct supervision. Make sure your item is packed to ensure protection from transport, water, and other potential damaging factors.
- Fill out the attached Auction Donation Shipping Form and include it in the box with your item.** This will ensure that we have all auction items accounted for correctly when they arrive at the auction site, and that the correct donor is being recognized for each item. Additionally, it will allow us to contact you if there are any issues with your shipment.
- Once you ship your items, please e-mail your tracking number(s) to mary.taylor-blasi@ahimafoundation.org** so that we can confirm the item(s) have been received – a lot of packages will be sent , and we want ensure all of your items are accounted for.

Please feel free to contact me:

- If the item you submitted on your original online donation form (or its description) has changed, we will be sure to update the item's bid sheet accordingly.
- For those donors who have not yet determined what their auction item will be to allow me time to prepare a bid sheet
- Should you have any additional questions or need any assistance, please contact Mary via email (mary.taylor-blasi@ahimafoundation.org) or phone (312-233-1585) at any time.

On behalf of the AHIMA Foundation, thank you all so much for your generous donations – we are sure that the Silent Auction will once again be a great success at convention, and raise critical funds for the Foundation Student Merit Scholarship program. We look forward to seeing many of you at convention!

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c/o Silent Auction
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Chicago, IL 60601

Donor Information

Donor Name _____
(Individual/CSA/Corporation)

Item title _____

Contact Information

Contact Name _____

Daytime Phone Number _____

E-mail Address _____

**PLEASE PLACE THIS FORM IN THE BOX WITH YOUR AUCTION ITEM(S) BEFORE
MAILING THE AUCTION ITEM AND SCHEDULE DELIVERY TO ARRIVE BY Friday, August
10, 2018**