



2021 Silent Auction Donation Request Letter Colorado Emergency Nurses Association

To Whom It May Concern:

The Colorado Emergency Nurses Association (ENA) will be hosting an online silent auction beginning November 19th and commencing on December 3rd, 2021 at our Annual Education Conference at the Denver Botanical Gardens. We will be marketing our auction to over 1000 Colorado ENA members, and their friends and family, through email, our Facebook platform, and the approximate 200 guests at our function. Funds raised will go toward scholarships for promoting the future of emergency nursing (academic, professional development, conferences, and more) as well as leadership development for existing ENA members.

To make this event as exciting and extravagant as we hope, we need your help! Please consider supporting our event by donating gift certificates, merchandise, purchased items, or services. Each item description will list the donor. For donations valuing at least \$50 we will include your logo and contact information in our handout for our state education conference as well as send you a window sticker with our thank you note. All donors will be listed on our website and tagged in our advertising on social media.

Your donation is tax deductible, we would be happy to provide our Tax ID number upon your request.

We will gladly pick up your donation, or it can be mailed to the address on the donation form. In order for your item to be included in the 2021 Silent Auction we must receive it by November 10th, 2021. Please fill out the attached Donation Form and return it to presidentelect@coloradoena.org or you can drop mail it with your donation. If you have any questions, please do not hesitate to contact us.

Thank you in advance for considering our request and for supporting your Colorado Emergency Nurses.

A handwritten signature in cursive script that reads 'Amy Boren'.

Amy Boren, MS, BSN, RN, CEN, CPEN, TCRN
Colorado ENA President Elect
presidentelect@coloradoena.org

A handwritten signature in cursive script that reads 'Randi Koch'.

Randi Koch, MSN, BA, RN, CHSE
Colorado ENA Fundraising Committee
happyrandi@gmail.com



Colorado State Council

**2021 Silent Auction Donation Form
Colorado Emergency Nurses Association**

Thank you for making a contribution to our silent auction. Please complete this form and email to presidentelect@coloradoena.org or mail (USPS Only) with your donation to: Randi Koch c/o CoENA, P.O. Box 904, Erie, Colorado 80516

Donor Name: _____

Organization Name: _____

Mailing Address: _____

Phone: _____

E-mail: _____

Please provide a brief description of the item you are donating:

Please provide an approximate retail value: \$ _____

***We appreciate your support!
Thank you!***