

COLORADO CHAPTER OF THE WILDLIFE SOCIETY

PROCEDURAL GUIDELINES

ANNUAL CONFERENCE/MEETING COORDINATION

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Initial Planning

The location for the upcoming Annual Conference is decided upon and approved by the Colorado Chapter of The Wildlife Society (CCTWS) general membership at the Annual Business Meeting, typically held in January. Generally, the meeting location is rotated from the northeast region (Fort Collins), to the west slope (Grand Junction or Glenwood Springs), to the southeast region (Colorado Springs or Pueblo). The specific facility at which the event will be held is chosen by the Annual Meeting Program Director (the Director) and approved by the CCTWS Executive Board (the Board).

The Conference is generally held on the Wednesday through Friday immediately prior to the start of the Colorado State University (CSU) spring semester, to allow incoming students the opportunity to attend without missing classes.

The Board, often in coordination with a prospective Director, decides upon the Conference theme. The Board must approve proposed changes to the theme.

The Central Mountains and Plains Section Representative to The Wildlife Society Council should be invited to attend the conference. Time should be made in the Executive Board and general business meeting agendas for the Representative to address the board members and the general membership, respectively, about parent society business if he/she has information to convey.

General Schedule

One or more workshop(s) are held on Wednesday of the conference week, as are the last board meeting for the previous year's Executive Board, and a social reunion event, the latter held in the evening. Papers related to the conference theme are presented on Thursday, followed by the annual Chapter business meeting, during which the outgoing Executive Board members are acknowledged for their services, new Executive Board members are introduced to the general membership, and the President's gavel is handed over presented to the incoming Chapter President. ~~and a~~ A banquet, an awards presentation, and an auction are held that evening. ~~The annual Chapter business meeting is conducted Friday morning, during which the outgoing Executive Board members are acknowledged for their services, new Executive Board members are introduced to the general membership, and the President's gavel is handed over to the incoming Chapter President.~~ Open forum papers are then presented during the remainder of the Friday morning, with the conference concluding at noon. The first meeting of the new Executive Board is held Friday afternoon. Posters and auction items will be put on display Wednesday evening and removed Thursday evening or Friday morning.

Responsibilities

The Conference Coordination Team should consist of at least a *Program Director*, and

Registration, Facilities, Audio-Visual (AV), Workshop, and Auction Coordinators. The Coordinators report to the Director, and must keep him/her informed of the status of their respective areas of responsibility. These positions are not necessarily staffed by Executive Board members, but may be held by individuals from the general Chapter membership.

The Chapter newsletter editor receives the conference agenda and abstracts from the Director, the registration form from the Treasurer, and other announcements as necessary, and publishes them in the newsletter. He/she will also prepare the conference program to be distributed at the event.

The CSU Student Chapter President or representative should encourage Student Chapter members, and other CSU students as applicable, to participate in the poster session. The Student Chapter Advisor **should** also promote participation among the students.

Moderators **should** be selected for each session of presentations: early and late mornings, early and late afternoon. Moderators should contact the speakers they will be introducing, prior to the event, to introduce themselves and ensure the information in the introductory presentation is correct and accurate.

The following subcommittees may be formed, and staffed by the Director and the Program Coordinators described above, as well as other members of the Chapter, to help facilitate a smooth conference.

- Agenda and Presentations Coordination
- Facilities
- Registration
- Food and Refreshments
- Audio Visual Support
- Awards
- Auction
- Poster Session
- Printing and Advertising
- Merchandizing
- Workshops

Administration

The Annual Meeting should be advertised in the Chapter newsletter well in advance of the event. As the program develops, updated announcements should be published in the newsletter. If possible, the agenda and registration form should be in the newsletters starting with the September/October edition.

The Program Director should report the projected program costs to the CCTWS President and Treasurer prior to, or during, Executive Board meetings, as the conference develops.

Registration

Registration is generally coordinated by the Chapter Treasurer. Registration forms will be made available in the newsletter accessed through the CCTWS website; in addition, hard copies of the announcement and registration form **should** be mailed to the membership. Advance registration at a reduced rate **should** be offered up to three weeks prior to the conference start-date. Registration **should** be suspended one week prior to the event, to allow the Treasurer time to prepare for the conference. Attendees who wish to register after that date can do so at the conference registration desk. A sample pre-registration form can be found at Attachment 1.

The cutoff date for early registration at reduced rates **should** be the same as that for reserving motel rooms at reduced rates.

In accordance with the Americans with Disabilities Act, an inquiry about special needs for handicapped registrants will be included in the registration form. Every effort will be made to accommodate disabled attendees, for example providing a sign language specialist for the hearing impaired, or offering to pay for the services of a particular signer if the hearing impaired attendee has his/her own.

Choices of meat or vegetarian meals should be made available for selection on the registration form.

Workshop and Annual Meeting registrants will send their completed registration forms to the Treasurer for processing. The Treasurer will maintain a list of attendees as well as option choices, such as banquet attendance and meal selections. The Treasurer should be made aware of any special circumstances, such as coverage of speakers' expenses and attendees receiving reduced rates (teachers, students, etc.). The Treasurer should prepare nametags and receipts for all attendees and presenters. Nametags will be prepared in advance for early registrants. The names on the tags will be in lettering at least ½-inch high.

The registration desk **should** be staffed during the entire meeting, including the Wednesday evening social, for check-in, on-site registration, and the handling of meeting logistics (e.g., messages, presenter needs, and sale items). Three to four people should staff the desk during the busiest periods (Wednesday, Thursday morning, and during breaks); during the remainder of the meeting one person can staff the desk.

Committee sign-up forms **should** be placed at the conference registration table, to provide the general membership the opportunity to volunteer for Chapter committee participation. A suggestion box **should** be available for membership use as well. Finally, a bulletin board **should** be located near the registration table whereupon members may post announcements, notices to other attendees, and other items of interest.

Registration receipts **should** be printed for all pre-registered attendees and **should** be made available at the conference registration table, or e-mailed to the registrants upon request to confirm receipt of the registration forms and payments.

All registration forms should be shredded following the Annual Meeting to protect registrants from identity theft.

Allowances

The keynote speaker will be a recognized authority on the conference's theme, and may be recruited from out-of-state. He/she may be paid a stipend for their presentation if they request one, but such payment is not typically offered. Payment of stipends must be approved by the Board, especially if the payment overextends the amount budgeted for the conference.

Out-of-state non-member presenters may be subsidized for their travel, room, and meals. In-state non-member presenters may be subsidized for their rooms if they, or the Chapter, would benefit from having them stay overnight. In such circumstances, they may have their meals paid for as well.

Typically, presenters who are members of the Chapter will not be granted free room and board, as it is generally assumed that they would attend the conference regardless of their participation as speakers. Exceptions may be made if they are self-employed, or if their employer will not reimburse them for such expenses.

Non-member award recipients should be provided free banquet tickets for themselves and one guest each. If additional tickets for more than one guest are requested, the Board should make a determination on the merit of the request.

Some support staff, for example the AV staff, may get free lunch and banquet tickets or otherwise be compensated for their assistance, especially if they are not Chapter members.

Non-Chapter member high school teachers may get a reduced registration rate through the Chapter's Information and Education Program. This **would** be coordinated by the Chapter Education Committee Chairperson, who will advise the Registration Coordinator of teacher participation in advance.

Logistics

Generally, the Director and the Facilities Coordinator have one point of contact with the motel and/or conference center at which the conference is being held, with whom they coordinate the long-range as well as the immediate needs of the event.

Such items as laptops, projectors, extension cords and laser pointers may be supplied by the Chapter membership, to help defray rental costs. Back-up systems for all of the above should be readily available, in case of equipment malfunction.

A worksheet for conference center logistics is found at Attachment 2.

Workshops

One or two workshops are held on Wednesday. The workshop coordinator schedules most aspects of the event, including getting instructor(s), preparing announcements, and coordinating transportation if field sessions are scheduled. He/she may work with the Facilities and Meals Coordinators to ensure those aspects of the workshop are incorporated into the remainder of the program.

Conference Presentations

The Director should start searching for and contacting potential presenters soon after a theme is decided upon. The Director should announce a call for open forum papers early in this process. When communicating with prospective presenters, the Director should ask what AV support each speaker needs. Power point programs should be sent to the Director or to the AV Coordinator, in advance, to ensure compatibility with the available computer/projection systems. Abstracts should be submitted to the Director in advance, for compilation and publication.

The keynote address is **generally about** 45 minutes in length. Typically, the following papers are **about** 25 minutes long, with breaks of 20 minutes and a 1:00-1:15 hour lunch. This allows for an optimum number of speakers, allows the speakers to fully present their papers, keeps the program from suffering the tedium of extended presentations, and gives participants time to visit during breaks. See Attachment 3 for a sample conference program schedule.

Typically, each session (early morning, late morning, early afternoon and late afternoon) will have a different moderator. Moderators should meet their respective speakers prior to the session to introduce themselves and ensure the biographical information they were provided is correct.

Time should be allotted to the Student Chapter(s) to update the general membership of their activities during the previous year. This could be during the general sessions, the lunch, the business meeting, or the banquet.

Meals

Typically, food services entail the following:

- Hors d'oeuvres for the Wednesday evening social reunion.
- Pastries and fruit, juice, tea and coffee Thursday and Friday mornings.
- Soft drinks, tea, coffee and snacks (cookies, cake) each break.
- Lunch for Wednesday's workshop participants, possibly boxed.
- Lunch on Thursday, both vegetarian and meat dishes available.
- Banquet dinner Thursday evening, both vegetarian and meat dishes available.

- **Boxed lunches for the Wednesday and Friday Executive Board meetings.**

Colored “dots” applied to name tags will denote whether the attendee has chosen meat or vegetarian meals.

Awards

A call for awards, submitted by the Chapter Awards Committee Chairperson, will be announced in the Chapter newsletter early in the year for the following conference. The announcement will be repeated in successive newsletters as the event nears.

Award presentations are made following Thursday night’s banquet. The awards may be found at Attachment 4. Note that not all awards are presented every year; some awards are biennial, and some may not have received candidate nominations.

Auction

The Auction Coordinator is responsible for collecting items for the auction and separating them into live auction versus silent auction items, finding an auctioneer, and finding staff to collect payments following the event.

Requests for donations of merchandise should be made well before the auction – some corporate sponsors need up to three months advance notice prior to the event. A sample letter of request for auction items to corporate sponsors can be found at Attachment 5.

Typically, ±15 items may be offered in the live auction; too many items make the event too lengthy. The items should be chosen based on their value, relative interest level, and “humor quotient”. Expensive items should be saved for the live auction. A sample silent auction bid sheet can be found at Attachment 6.

The auctioneer is typically a Chapter member. Professional auctioneers have been used in the past with poor results. The advantage of having a Chapter member serve as auctioneer is the connection that person can make with the membership audience.

At the outset of the auction, the auctioneer should stress to the membership the importance of the event as the Chapter’s primary fundraiser, and that sales provide critically needed financial support. In addition, the auctioneer can announce that sales are tax deductible, due to the Chapter’s nonprofit status.

High-value items that may sell through the auction process for only a fraction of their worth may be raffled instead. This requires obtaining a raffle license from the state for a nominal fee (approximately \$50). This alternative option has been employed successfully in the past.

Letters should be written to all auction donors, be they Chapter members or corporate sponsors, thanking them for their donations, following the event. Included with these letters should be a donation receipt, for filing donor tax claims.

Poster Session

University Student Chapter President(s) and Student Advisor(s) should encourage student participation in the poster session. In addition, a request for posters should be made in conference announcements. **These requests for submission should indicate that preregistration of posters is not required for entry.** The solicitation for posters should not be restricted to the CSU Student Chapter membership. Students from other schools, researchers and managers from the private sector, or other natural resource personnel should be encouraged to participate as well.

Posters would go on display Wednesday evening or Thursday morning, and removed Thursday evening or Friday morning.

Vendors

Vendors may be invited to display their products during the conference. However, care must be taken to avoid the appearance of preferential treatment in contacting or selecting vendors. If vendors are allowed to participate, they should be requested to offer items for sale during the auction.

Acknowledgments

Following the Conference, letters should be sent to the presenters, thanking them for their participation. Letters should also be sent to the businesses, organizations, and individuals providing auction items, thanking them for their contributions. Donation receipts should be included with these letters, for filing donor tax claims.

2004 CCTWS Winter Meeting Pre-Registration Form
Development: Searching for Viable Solutions to Preserve Habitat
January 14-16, 2004
Adams Mark Hotel, Grand Junction, CO

The Adams Mark Hotel in Grand Junction is located at the intersection of I-70 and Horizon Drive (743 Horizon Drive). The Adams Mark Hotel has set aside a block of hotel rooms at discount rates for CWS. To take advantage of these rates, please mention the Colorado Chapter of The Wildlife Society when you call to make reservations: 1-800-444-2326 or 970-241-8888. Room rates are \$62 for a single, \$72 double, \$82 triple, and \$92 for 4-people. You must reserve your room at least 15 days prior to the meeting to receive the discounted rates.

Name: _____ Address: _____
 City: _____ State: _____ ZIP: _____ Affiliation: _____
 Email address: _____ Phone #: _____

Pre-registration Fees (POSTMARKED NO LATER THAN JANUARY 5, 2004):

	COST	NUMBER	TOTAL COST
ALL SESSIONS (MEMBERS; includes lunch on January 15)	\$75.00	x _____	= \$ _____
Membership Renewal; 1 yr/\$12, 2 yr/\$22, 3 yr/\$30			= \$ _____

ALL SESSIONS (STUDENTS AND RETIREE MEMBERS; includes lunch on January 15)	\$55.00	x _____	= \$ _____
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ALL SESSIONS (NON-MEMBERS; includes lunch on January 15 and 1 yr membership)	\$87.00	x _____	= \$ _____
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If attending the luncheon on January 15, please mark preference for lunch item below!

BANQUET on January 15	\$25.00	x _____	= \$ _____
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If attending the banquet, please mark preference for dinner item below!

LATE REGISTRATION FEES (Received after January 5, 2004): \$10.00 added to the above registration costs.	\$10.00	x _____	= \$ _____
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GRAND TOTAL:			= \$ _____
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Method of Payment: _____ Check (payable to CWS Annual Meeting)
 _____ Credit Card (MC or VISA)
 Credit Card Information: Name on Card: _____ Type of Card: _____
 Card Number: _____ Exp. Date: _____
 Signature: _____

Mail form/payment to CWS, C/O Tina Jungwirth, 4255 Sinton Road, Colorado Springs, CO 80907.
 Full refunds are available if requested in writing by January 6th, 2004.

Meal Choices: Your Name (please print clearly): _____

<u>Lunch January 15 (check one)</u>	<u>Banquet January 15 (check one)</u>
Ham-Roast Beef Sandwich _____	Applewood Smoked Chicken w/ Sauce _____
Grilled Fresh Vegetables over Pasta _____	A Vegetarian Pasta Dish _____

Colorado Chapter of The Wildlife Society Winter Meeting – Logistics Coordination

Dates: Jan. 17, 18, 19 or Jan. 24, 25, 26

Rooms: A block of 30 rooms should be available for reservation Jan. 16-18 or 23-25

<u>Day 1</u>	Price	Must be provided by hotel	Can be brought in
Facilities:			
<u>Large Meeting Area (7am –5:30pm)</u>			
Large meeting room (200 person capacity)	_____	_____	_____
200 chairs set up in classroom design	_____	_____	_____
Table with laptop, LCD projector, remote	_____	_____	_____
Presentation screen, podium	_____	_____	_____
Microphone with stand or wireless mic	_____	_____	_____
<u>Registration Area (adjacent to but outside the large meeting room) (7am –5:30pm)</u>			
Table with 4 chairs	_____	_____	_____
Phone line, 4 electrical outlets	_____	_____	_____
2 easels	_____	_____	_____
one dry erase and one push pin board	_____	_____	_____
<u>Break Area (in registration area or adjacent room)(10:00 am – 4:00 p.m.)</u>			
Mingling area for 200	_____	_____	_____
<u>TV with DVD player</u>			
<u>Lunch Area (restaurant, adjacent room, could be in break area if appropriate)</u>			
Room and seating to accommodate 200	_____	_____	_____
<u>Small Meeting Area (8:30 pm-5:30 p.m.)</u>			
Small meeting room	_____	_____	_____
Table/s and 15 chairs (board meeting set-up)	_____	_____	_____
<u>Video camera w/ 2 microphones</u>			
<u>Social (in restaurant, bar, pool area or other appropriate gathering location) (5:30-9:30 p.m.)</u>			
Social area with tables and chairs for 50	_____	_____	_____
Food/Beverage/Refreshments:			
<u>Morning (in registration area or large meeting room) (7:30 am-10:30 am)</u>			
Coffee, tea, cups, saucers (200 people)	_____	_____	_____
<u>Mid-morning (in registration area or adjacent room) (10:30 am-11:00 am)</u>			
Snack (fruit, muffins, coffee, tea for 200)	_____	_____	_____
<u>Lunch (in separate room or restaurant) (noon to 1:00 p.m.)</u>			
Option of 2 entrees (meat or vegetarian)	_____	_____	_____
Salad, side, dessert, drink (for 200)	_____	_____	_____
Serving staff	_____	_____	_____
<u>Afternoon snack (in registration area or adjacent room)</u>			
Snack (cookies, veggie tray, drinks for 200)	_____	_____	_____
<u>Social (in restaurant, bar, pool area or other appropriate gathering location) (5:30-9:30 p.m.)</u>			
Cash bar and bartender	_____	_____	_____
Hors d'oeuvres (3-4 choices for 200)	_____	_____	_____
Day Two			
Facilities:			
<u>Large Meeting Area (7am –5:30pm)</u>			
Large meeting room (200 person capacity)	_____	_____	_____
200 chairs set up in classroom design	_____	_____	_____
Table with laptop, LCD projector, remote	_____	_____	_____
Presentation screen, podium	_____	_____	_____
Microphone with stand or wireless mic	_____	_____	_____
<u>10 display tables around perimeter</u>			
<u>Registration Area (adjacent to but outside the large meeting room) (7am –5:30pm)</u>			
Table with 4 chairs	_____	_____	_____
Phone line, 4 electrical outlets	_____	_____	_____

2 easels	_____	_____	_____
one dry erase and one push pin board	_____	_____	_____
Break Area (in registration area or adjacent room)(10:00 am – 4:00 p.m.)			
Mingling area for 200	_____	_____	_____
<i>TV with DVD player</i>			
Lunch Area (restaurant, adjacent room, could be in break area if appropriate)			
Room and seating to accommodate 200	_____	_____	_____
Dinner and Awards Banquet (in restaurant, large meeting room or other appropriate location)			
(5:30-9:30 p.m.)			
Social area (inside or adjacent to dining)	_____	_____	_____
Tables and seating for 125	_____	_____	_____
10 display tables around perimeter	_____	_____	_____
Table, podium, mic with stand (front)	_____	_____	_____
Table, 4 chairs, phone line, 4 outlets (rear)	_____	_____	_____
Food/Beverage/Refreshments:			
Morning (in registration area or large meeting room) (7:30 am-10:30 am)			
Coffee, tea, (200 people)	_____	_____	_____
<i>Mid-morning (in registration area or adjacent room) (10:30 am-11:00 am)</i>			
Snack (fruit, muffins, coffee, tea for 200)	_____	_____	_____
<i>Lunch (in separate room or restaurant)(noon-1:00 p.m.)</i>			
Option of 2 entrees (meat or vegetarian)			
Salad, side, dessert, drink (for 200)	_____	_____	_____
Serving staff	_____	_____	_____
<i>Afternoon snack (in registration area or adjacent room)</i>			
Snack (cookies, veggie tray, drinks for 200)	_____	_____	_____
Dinner and Awards Banquet (5:30-9:30 p.m.)			
Option of 2 entrees (meat or vegetarian), Salad and/or soup,			
2 sides, dessert, drink (for 125)	_____	_____	_____
Serving staff	_____	_____	_____
Cash bar and bartender	_____	_____	_____
Day Three			
Large Meeting Area (7am –1:00 p.m.)			
Large meeting room (200 person capacity)	_____	_____	_____
200 chairs set up in classroom design	_____	_____	_____
Table with laptop, LCD projector, remote	_____	_____	_____
Presentation screen, podium	_____	_____	_____
Microphone with stand or wireless mic	_____	_____	_____
Registration Area (adjacent to but outside the large meeting room) (7am –noon)			
Table with 4 chairs	_____	_____	_____
Phone line, 4 electrical outlets	_____	_____	_____
2 easels	_____	_____	_____
one dry erase and one push pin board	_____	_____	_____
Break Area (in registration area or adjacent room)			
Mingling area for 200	_____	_____	_____
<i>TV with DVD player</i>			
Small Meeting Area (8:30 pm-5:30 p.m.)			
Small meeting room	_____	_____	_____
Table/s and 15 chairs (board meeting set-up)	_____	_____	_____
<i>Video camera w/ 2 microphones</i>			
Food/Beverage/Refreshments:			
Morning (in registration area or large meeting room) (7:30 am-10:30 am)			
Coffee, tea, (200 people)	_____	_____	_____
<i>Mid-morning (in registration area or adjacent room) (10:30 am-11:00 am)</i>			
Snack (fruit, muffins, coffee, tea for 200)	_____	_____	_____
<i>Lunch during board meeting (brown bag style) (avail. 12:30 p.m.)</i>			
Sandwich, chips, fruit, dessert drink for 15	_____	_____	_____

ANNUAL CONFERENCE FORMAT – DAY 1

7:00+	Registration
8:00-8:15	Welcome and Opening Remarks: CCTWS President
8:15-9:00	Keynote address
9:00-9:25	Presentation 1
9:25-9:50	Presentation 2
9:50-10:10	Break
10:10-10:35	Presentation 3
10:35-11:00	Presentation 4
11:00-11:25	Presentation 5
11:25-11:50	Presentation 6
11:50-1:00	Lunch
1:00-1:25	Presentation 7
1:25-1:50	Presentation 8
1:50-2:15	Presentation 9
2:15-2:40	Break
2:40-3:05	Presentation 10
3:05-3:30	Presentation 11
3:30-3:55	Presentation 12
3:55-4:00	Wrap-up
4:00-5:00	CCTWS Business Meeting
5:30-6:45	Social
6:45-?::??	Awards Banquet and Auction

ANNUAL CONFERENCE FORMAT – DAY 2

7:30+	Registration
8:00-8:05	Welcome and Announcements
8:05-8:30	Presentation 1
8:30-8:55	Presentation 2
8:55-9:20	Presentation 3
9:20-9:45	Presentation 4
9:45-10:00	Break
10:00-10:25	Presentation 5
10:25-10:50	Presentation 6
10:50-11:15	Presentation 7
11:15-11:40	Presentation 8
11:40-11:50	Wrap-up
12:00-2:00	[New] Executive Board Meeting

Colorado Chapter of the Wildlife Society Awards

Professional Achievement in Wildlife Administration

Professional Achievement in Wildlife Education

Professional Achievement in Wildlife Habitat Management

Professional Achievement in Law Enforcement

Professional Achievement in Wildlife Research

Jim Olterman Award for Professional Achievement in Wildlife Management

Chapter Service Award

Meritorious Service Award

Honorary Chapter Membership Award

Chapter Appreciation Award

Douglas L. Gilbert Award for Outstanding Achievements in Wildlife Sciences

Land Steward Award

Allen E. Anderson Award for Outstanding Wildlife Undergraduate Student

Jim Olterman Scholarship Award

Richard Denny Best Speaker Award

Best Poster Award

Blown Blunderbuss Award

Colorado Chapter of The Wildlife Society



December, 2004

To Whom It May Concern:

I am writing on behalf of the Colorado State Chapter of The Wildlife Society to request your support for our Banquet and Auction during our 33rd Annual Winter Meeting in January of 2005 *adjust as necessary*. The Wildlife Society is an international, non-profit, scientific, and educational organization serving professionals and students in areas of wildlife conservation and research management. The mission of the Colorado Chapter of The Wildlife Society is to promote wise conservation and management of all wildlife resources in Colorado by serving and representing wildlife professionals.

The Annual Banquet and Auction is our main source of funding. The money raised from the items donated to our auction allows our organization to fund wildlife conservation and education programs across Colorado, to host conferences twice a year to bring together wildlife professionals and community members in forums to learn and discuss how to better conserve our wildlife, and to encourage and recognize the wildlife managers and researchers in Colorado that work on a daily basis to help our natural resources.

This year's Banquet and Auction will be held on *Date* at the *Location* in *Town*. The evening's activities will include a social hour, catered dinner, and live and silent auctions. Our goal is to raise \$5,000 by offering an enjoyable event for our guests and a variety of auction items such as wildlife art, books, outdoor equipment, crafts, baked goods, etc. All donors will be recognized in our program and will be provided with a tax deductible receipt.

Please consider supporting the Colorado Chapter of The Wildlife Society for this event. Feel free to call me if you have any questions.

You can send donations or questions to:
Auction Coordinator contact info goes here

Thank you for your time and consideration in supporting our organization.

Sincerely,

Your name
Auction Chair
Phone (xxx) xxx-xxxx



Colorado Chapter of The Wildlife Society

Item Description: _____

Donated by: _____ (thanks!)

Minimum Bid: _____

Bid increment: _____

Name Bid

Name Bid

Editorial Notes

~~This section of the Annual Conference Guidelines is designed to allow pertinent information to enter into the Procedural Guideline recommendations in an anecdotal format. This information can be added to, removed, or amended as necessity or feasibility allows. The guidelines themselves require no changes; therefore the dates for the guidelines may remain constant despite modifications to this section.~~

Auction

Prior to the 2005 auction, the committee had a ~\$1000 budget with which they purchased items from various merchants. Places like Cabela's gave us a discount. This money also went towards framing Peregrine and Lynx Prints. For the 2005 auction, we decided to try and go with a minimal budget, and asked for donations from sources. The CSU Student Chapter members were also instrumental in gathering items. We were able to pull off a very successful auction and had expenses of only \$206.00

Marty at Heritage Frames in Fort Collins (970-224-2641) provides us with discounted framing for the lynx and peregrine prints.

The following individuals/businesses donated to the auction in 2005 and might be considered for future efforts.

- Bobby Day
- Bob Streeter
- Brad Banulis
- Cabela's
- Cache la Poudre Rifleworks
- City of Fort Collins
- Colorado Chapter of The Wildlife Society
- CSU TWS
- CDOW Wetlands Program
- Colorado Wildlife Heritage Foundation
- Dave Weber
- Dawn Brownne
- EMS
- Eric Odell
- Francie Pusateri
- Gene Byrne
- Heritage Frames
- Italian Government
- JAX
- Jerry Powell
- Kilwin's Chocolates
- Longs Drugs

- Lori Nielsen
- Lyn Stevens
- Montrose Ducks Unlimited
- Mountain Woods Home Furniture
- The Mountain Shop
- New Belgium
- Oscar Blues
- Patagonia
- Pendleton
- Perennial Gardner
- Poudre Feed
- REI
- Rick Sherman
- Robin Sell
- Shannon Albeke