



# Wine Society Wine Auction

## 2016 Rules for Shipping Reimbursement

1. All donations must be **shipped by the International Wine Society Chapter Representative**. If your chapter does not have a designated Chapter Representative then the Chapter President may ship the donation and submit expenses on behalf of the chapter. The Wine Society will reimburse only **one person** from each chapter – either the Chapter Wine Representative or President – for shipping charges.
2. All donations and reimbursement requests must be submitted with the official **Auction Donation Form** completed for each box shipped and be at least **\$25 per bottle** and **\$500 in wholesale** value.
3. All donations must include the Auction Donation Form with the contents of each box and be shipped directly to:

**IWS Auction Donation**  
**Attn: Terry J. Anglin, CCM, CCE**  
**San Diego YC**  
**1011 Anchorage Lane**  
**San Diego, CA 92106**

4. **Donations must be shipped by Wednesday, February 5, 2016, to be eligible for reimbursement.**  

This gives your shipment time to reach the clearinghouse in San Diego. It is preferred that all donations be shipped prior to that date to give the clearinghouse additional time to receive all of the donations.
  5. Donations shipped to any other location, including CMAA National Headquarters will NOT be reimbursed.
  6. Overnight or expedited shipping charges will NOT be reimbursed by the Wine Society.
  7. Donations will be accepted up until the day of the Silent Auction, but the shipping charges will not be reimbursed for any donation shipped after **Wednesday, February 5, 2016**.
  8. At the time of shipping, the official **Auction Donation Form** must be completed for each box shipped to be eligible for reimbursement and Bucky calculations.
  9. The Wine Society Chapter Representative (or Chapter President) must submit the **Wine Auction Reimbursement Form** to CMAA National Headquarters with a shipping receipt and tracking number no later than **Monday, March 28, 2016**. Reimbursement checks will be cut in April 2016.
-



# International Wine Society

## 2016 Auction Reimbursement

Name: \_\_\_\_\_

Club: \_\_\_\_\_

Chapter: \_\_\_\_\_

Reimbursement Check Should Be Made Out to: \_\_\_\_\_

Address of the Reimbursement Recipient: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Shipment: \_\_\_\_\_

Amount Spent on Shipping: \$ \_\_\_\_\_

Amount Spent on Supplies: \$ \_\_\_\_\_

Total Amount to Be Reimbursed: \$ \_\_\_\_\_

**Please attach your receipts.**

**Donations must be shipped by Wednesday, February, 5, 2016,  
to be eligible for reimbursement.**

**Requests for reimbursement must be submitted  
no later than Monday, March 28, 2016.**

CMAA/The Wine Society is not responsible for any loss or damage during shipping. In an effort to ensure the safe transportation of donated wines, CMAA/The Wine Society will reimburse chapters for the purchase of professional shipping materials used to package wine donations. These include cardboard boxes and Styrofoam bottle holders. The reimbursement will not cover any other supplies utilized in the shipping process.

CMAA/The Wine Society is not responsible for the confirmation of delivery. **Please retain your tracking numbers to confirm delivery. There will be no exception to this policy.**