2019 Annual

Gala & Auction

Donation Form

**Donation Form**

Thank you for agreeing to support School Within School’s upcoming Gala & Auction, to be held on March 9, 2019, at St. Mark’s Church on Capitol Hill. **You have two ways to donate an item or service to be sold at the Gala & Auction:**

1. **Send an e-mail to** [auctionsws@gmail.com](mailto:auctionsws@gmail.com)**, and make your subject line “DONATION from [your organization]”. Please include as much of the information requested below in your e-mail;**
2. **Fill out this form and e-mail an image of it (photographed or scanned) to** [auctionsws@gmail.com](mailto:auctionsws@gmail.com)**, and make your subject line “DONATION from [your organization]”**

### Donor Information (please print or type)

|  |  |  |
| --- | --- | --- |
| Donor (company name if applicable) |  | |
| Donor Contact Name |  | |
| Donor Address |  | |
|  | Phone: |  |

### Donation Details (unless otherwise specified, auction items will expire one year from the auction date if not used by the purchaser)

|  |  |  |
| --- | --- | --- |
| Item Name |  | |
| Detailed Description  for Auction Catalog |  | |
| Fair Market Value |  | |
| Restrictions?  (please provide details) |  | |
| Materials to be displayed at the auction? |  | |
| \_\_ I will deliver the donated item/certificate | | \_\_ Please contact me to collect the donated item |

*I agree to make a donation to Friends of School Within School (SWS), a 501(c)(3) organization, and I understand that the proceeds of the sale of the donated item will be used to benefit SWS. My donation is tax deductible to the extent allowable by law. An acknowledgement of my donation will be provided after the Gala & Auction.*

|  |
| --- |
| Signature(s):  Date: |

***Want to make a cash donation instead (for as little as $150)?* Or just need more information or a copy of this form?**

**Please email auctionsws@gmail.com**