the college school

Auction Donation From
The College School
The Journey Gala & Auction | April 8, 2017

DONOR NAME AS IT WILL APPEAR IN CATALOG	Special Notes:
Business Name (if applicable)	
Mailing Address	
City, State Zip	Donation Authorized By
Business Phone Cell Phone Fax	Contact Name for Arrangements Contact Phone
Donor E-mail Address	Contact E-mail Address

Describe donation in detail. *This description will be used to write the catalog copy. Please be complete (i.e., quantity, size, color, number of people, valid dates, etc.) Please attach any additional information.*

Restrictions: (expiration date, age, location, etc.)

Please note: *The College School reserves the right to adjust values according to market values.*

DONOR STATED VALUE

$

(Minimum $25)

Please specify all that apply.

Tangible Item

☐ Donated item will be delivered to The College School
(item MUST be delivered to one week prior to the event)

☐ Please pick up my donation on _____
Date

Intangible Item

☐ Donor gift certificate accompanies donation form.

☐ Donor gift certificate will be delivered/mailed to The College School
(certificate MUST be delivered to one week prior to the event date of 03-04-2017)

TYPE OF ITEM

☐ **Tangible Item**
☐ **Intangible Item**
☐ **Combination Package**
(tangible and intangible)

Thank you for your support!

Organization Partner Item? Yes ☐ No ☐
Name of the Organization:

REQUIRED: Signature of Donor Date

This donation is in response to a

☐ The College School Letter or Staff Request
☐ The College School Phone call or Volunteer Request
☐ Other: _____

PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS

The College School is a 501c3 organization. Please be sure to check with your tax professional for guidance.

Please return form to The Journey Gala & Auction

117 Prairie Manor Drive Edwardsville, IL 62025
Tel. 618.655.0425 • Fax 618.659.4480
email: allie@igniteevents-stl.com