



## GIFTS-IN-KIND AUCTION DONATION FORM

# Clifford School's Auction

November 9, 2019

### COMPANY/DONOR NAME:

*Please print information above as you would like it to appear in the event program and all advertising materials.*

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Extension:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DEADLINE:** All donor forms, items and display/advertising materials must be received by October, 19 2019 to ensure inclusion in the event program.

*Please give a detailed description of the donated item(s) and their contents. Include all applicable restrictions. Gift certificates should be valid from (Event date) to (One year from event date).*

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**Value of Item(s):** \$ \_\_\_\_\_ *Required for IRS purposes and for donation receipt.*

### Delivery Information:

☐ Donation Enclosed ☐ Sending Donation by \_\_\_\_\_ ☐ Donation must be picked-up by \_\_\_\_\_  
*Service Type**Date*

**Display Information:** *Display materials include catalogs, menu, business cards, poster, shopping bag, or any other branded or advertising materials that can be placed alongside your donation.*

☐ Enclosed ☐ Sending by \_\_\_\_\_ ☐ Pick-up by \_\_\_\_\_ ☐ None  
*Service Type**Date*

**List Display Items:** \_\_\_\_\_

**Please send Auction, Raffle, Gift Bag, and/or Display Items to:**  
Clifford School PTO  
ATTN: Florence Larsen  
225 Clifford Avenue  
Redwood City, CA 94062

**For more information please contact:**  
Florence Larsen  
[cliffordschoolptoauction@gmail.com](mailto:cliffordschoolptoauction@gmail.com)  
XXX-XXX-XXXX

*No goods or services were exchanged for this donation. Tax ID #94-2975493*