



2016 Sts. Simon & Jude Annual Auction and Gala

Auction Item Donation Form

Mail Items to: Sts. Simon & Jude School Auction Committee
20400 Magnolia Avenue, Huntington Beach, CA 92646

Please fax completed form to (714) 968-1329

****PLEASE USE ONE FORM FOR EACH ITEM DONATED****

CONTACT INFORMATION (As you would like it shown in catalog)

Donor Name: _____

Contact Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Fax: _____

E-mail: _____

Website: _____

DONATED ITEM (Please print clearly)

☐ Item/Gift Certificate included

☐ Item will be delivered to address above prior to Oct. 1, 2016

☐ Call to arrange pickup

☐ Please create a certificate for my item – Certificate Expiration Date _____

Name of Item Donated: _____

Manufacturer: _____

Model #: _____

Cost or Value: _____

Complete Description of Item*: _____

***If your item contains multiple services or products (i.e.: Gift Basket) please detail in description. Use back if more space is needed.**

SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS

If you are donating a gift certificate for a service, please include the following information in the certificate or letter.

- Name of Product or Service
- Description of what is included and what is excluded
- Name of person to contact for further information
- Name, address and full contact information for you or your company
- Instruction on how to redeem the item
- Include any additional information such as a photo or description brochure as appropriate
- Date of Expiration

☐ **Please contact me about Sponsorship Opportunities**

On behalf of the students of Sts. Simon & Jude School, Thank You!!!

For Office Use

Item #: _____ Solicited by _____ Item Received ☐