



2016 AUCTION DONATION FORM

Please indicate if donation is: Item _____ Certificate _____
If certificate, indicate: Provided _____ Need to Make _____

DONOR NAME: (as you want it to appear on any publicity materials)

Your name: _____ Contact for Questions? _____
Address: _____ City _____
State, Zip: _____ Phone: _____ Email: _____
Item name: _____ Value: _____

Complete Description of Item:

If you are donating a Gift Certificate, please include it when you return this **completed** Auction Donation form. If you are donating a Service or Services, please attach a **letter** to this **completed** form, preferably on your letterhead, fully describing the service(s) you are donating. Please include in your letter any conditions or restrictions and expiration date. This letter will be given to the winning bidder the day of the event and will serve as a **Certificate** for the services described.

Are there any conditions or restrictions on this donation? No _____ Yes _____ Expiration Date: _____ / _____

Note: It is customary to allow an Expiration Date of one year from the date of the event.

Delivery and Pickup Instructions:

When? _____ Where? _____
Contact _____ Phone _____

Are you providing display material? Please describe: _____
Following the event shall we return your display material? No need to return _____ Yes, please return! _____

The following endorsement certifies that a copy of this form is an acknowledgment for the above described donation.

Donor signature: _____ Date: _____

Received by: _____ Date: _____

Foothill Education Foundation Board Member

Drop completed form in FEF box or email to Doreene Fincher at doreenefincher@ca.rr.com by 3/31/16.

*Donations of goods and services are tax deductible; but, cannot be applied towards Lifetime Donor recognition.

* Tax Exempt Number: 33-0344892

Item number _____