

# CHARITABLE CONTRIBUTION DONATION



On behalf of St. Francis of Assisi Elementary School's students, parents, and staff, we would like to thank you for your donation to our Gala and Auction.

Please complete the information below. All donations are tax deductible, Tax ID # 45-4330879. You will receive a letter after the event for your records mailed to the address provided below.

**Donor Name:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

*Business or individual to be recognized, if different from Donor Name*

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

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

**Phone:** \_\_\_\_\_

**Donation Description:** *Please include any details that you would like to appear in the auction catalog (i.e. item name, art credentials, celebrity call-outs, history, karat weight etc.). If cash donation, please write that below.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Value of Item(s):** \$ \_\_\_\_\_

**Is the item included with this form?** Yes \_\_\_ No \_\_\_

**Would you like the item/check picked up?** Yes \_\_\_ No \_\_\_

If **YES** contact Georgia Bates at (916) 208-2641 or glbspeech@yahoo.com *to arrange a pickup time.*

**Is Donor: St. Francis Parent** – Family participation hours are granted for donation in \$20 increments, with a maximum of 3 hrs. per event. In lieu of an acknowledgment letter, please indicate the number of hours to be applied. Parents are responsible for entering hours on their account.

**List Hours Here** \_\_\_\_\_

**Alumni** \_\_\_\_\_ **Parishioner** \_\_\_\_\_ **Friend** \_\_\_\_\_ **Business** \_\_\_\_\_

Please mail this completed form to:

St. Francis Elementary School

2500 K Street

Sacramento, CA 95816

Attn.: Lynda

If you have any questions please contact Georgia Bates at (916) 208-2641 or glbspeech@yahoo.com.

**DEADLINE FOR AUCTION ITEM DONATIONS: October 11, 2019**