

# St. Clare Benefit Auction Donation Form

FOR OFFICE USE ONLY

Item# \_\_\_\_\_

Salutation \_\_\_\_\_

Item Name \_\_\_\_\_

Pkg# \_\_\_\_\_

Category \_\_\_\_\_

OA S1 S2 S3 M WA

Please check the category that best describes your relationship with St. Clare:

- School Parent   
  Parishioner   
  Business   
  Other:  
 Preschool Parent   
  Teacher   
  Friend   
 \_\_\_\_\_

PLEASE PRINT YOUR NAME AND/OR BUSINESS NAME AS YOU WOULD LIKE IT TO APPEAR IN OUR PRINTED MATERIALS.

Name \_\_\_\_\_ Address \_\_\_\_\_  
 \_\_\_\_\_ and/or \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Business \_\_\_\_\_ Phone \_\_\_\_\_  
 Contact \_\_\_\_\_ E-mail \_\_\_\_\_

**Donation/Description** *Please describe the item as you would like it to appear in our printed materials. Include quantity, size, color, etc. Please specify any restrictions on dates and/or use, especially for parties and vacation homes. Please attach a brochure, photo, or other information, if available.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Donation value \$ \_\_\_\_\_ *Please give a value for each item donated.  
Your donation is tax deductible to the extent allowed by law.*

This item may be auctioned:  once     twice     three times     four times

— Unless specified otherwise, all donations are understood to be valid for one year from the auction date. —

**Certificate:**     Certificate attached, expires one year from the auction date, or on \_\_\_\_\_  
 Please prepare an auction certificate for me based on my detailed description above.  
 Certificate expires one year from the auction date, or on \_\_\_\_\_

Item received with form                     
  Item needs to be picked up                     
  Item to be delivered or mailed  
 date/time: \_\_\_\_\_                      date/time: \_\_\_\_\_                      date/time: \_\_\_\_\_

Thank you for your generous support!

Donor name \_\_\_\_\_ Solicitor signature \_\_\_\_\_

Donor signature \_\_\_\_\_ Date \_\_\_\_\_



ST. CLARE SCHOOL • 1807 S.W. FREEMAN ST. • PORTLAND, OR 97219-4196 • TAX ID# 93-0465871  
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PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS