



The Potomac School  
**Scholarship Auction  
Donation Contract  
February 26, 2022**

Benefiting Student Scholarships and  
Faculty Professional Development

Contract # _____
Catalog Item # _____
Solicitor: _____
Solicitor info # _____
Package # _____

**To donate an Auction item, please complete the information below.**

Your item may be sold either at the silent, live, or online auction (featured with photo, full description, credit and hyperlink to your website). Items may be bundled into a package with other Auction items.

**Donor Information:**

Solicitor Name: \_\_\_\_\_

Donor Name: \_\_\_\_\_ or Anonymous   
*(as you wish it to appear in catalog or print)*

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

Title: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

**Item Donated:**

Please give a complete, detailed description including size. Include photographs and/or brochures when possible. (Attach additional page if needed.)

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

Note: Contract expires one year from Auction date unless otherwise stated.

**Restrictions:** \_\_\_\_\_

**Estimated Value** (must be included for tax purposes): \$ \_\_\_\_\_

If donation is a gift certificate, please check appropriate box:

Gift certificate enclosed

This contract is the certificate

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

Please note: If we receive your donation prior to January 6, 2022, your company's name will be included in our Auction catalog.

Please return to:  
The Potomac School  
Scholarship Auction  
1301 Potomac School Road  
McLean, VA 22101  
Phone: 703-749-6362  
Fax: 703-749-6308  
Email: [auction@potomacschool.org](mailto:auction@potomacschool.org)

***Thank you for supporting Potomac!***

Please retain a copy for your Tax Records  
Federal Tax ID #: 54-0562160