



**SERVITE HIGH SCHOOL
ADVANCEMENT OFFICE**

1952 W. La Palma Ave.
Anaheim, CA 92801
(714) 774-7575 x 1140
www.servitehs.org

ITEM TRACKING INFORMATION (OFFICE USE ONLY)

ITEM NUMBER: _____

CLASSIFICATION: _____

EVENT: _____ DATE: _____

AUCTION DONATION AGREEMENT

DONOR INFORMATION

DONOR/COMPANY NAME (as it should appear in program): _____

DONOR CONTACT PERSON: _____ DONOR CONTACT PHONE: _____

DONOR ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ DONOR EMAIL: _____

DONOR SIGNATURE: _____ DATE: _____

EVENT: _____

Please indicate the area you'd like your donation to go to:

MYSTERY GIFT / SILENT AUCTION / CLASS GIFT (YEAR) _____ / OTHER: _____

DETAILED DESCRIPTION

Please include the following information:

QTY	Size	Color	Brand	Item Description (or Gift Card Number)	Restrictions (dates available, expiration dates, etc.)

TOTAL NUMBER OF ITEMS: _____ TOTAL VALUE OF ITEMS: \$ _____

PLEASE ACCEPT A MONETARY DONATION IN THE AMOUNT OF: \$ _____

ITEM	GIFT CERTIFICATE	VISUAL DISPLAY
<input type="checkbox"/> Item is attached	<input type="checkbox"/> Gift certificate is attached	<input type="checkbox"/> None needed
<input type="checkbox"/> Item will be delivered	<input type="checkbox"/> Gift certificate will be provided	<input type="checkbox"/> Provided by donor
<input type="checkbox"/> Item needs to be picked up	<input type="checkbox"/> Gift certificate needs to be created	<input type="checkbox"/> Committee needs to create

Please return donation forms and items to:

SERVITE HIGH SCHOOL ADVANCEMENT OFFICE, 1952 W. LA PALMA AVE., ANAHEIM, CA 92801

*Servite High School gratefully acknowledges your generous support of the Men of Servite.
For your records, our 501 (c)(3) Tax Identification Number is 95-2023055.*

NOTE: Who IS the donor? YOU are the donor if you have items that you purchased and are donating. BUT if you secured a donation from your orthodontist, for example, then the orthodontist is the donor getting the tax credit and you are just the family receiving Servite credit.

Please get your items in early!

WE'D LIKE TO ENSURE PROPER
RECOGNITION AT THE EVENT!

TIPS TO REMEMBER:

- Please print legibly.
- Fill form out completely & double-check your math.
- Be specific (details help-we do not see items when entering).
- List the retail price.