



The Potomac School
**Scholarship Auction
Donation Contract
March 2, 2024**

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 5, 2024, 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

Thank you for supporting Potomac!

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