



**THE BIRCH WATHEN LENOX SCHOOL AUCTION ITEM DONATION AGREEMENT**

Forms must be received by: **February 5, 2024**

Donated items must be received by: **February 16, 2024**

Auction date: **March 5, 2024**

Please return forms and auction items to:

**BWL Auction, Birch Wathen Lenox School, 210 East 77<sup>th</sup> Street, New York, NY 10075**

Phone: 212.861.0404 x131

Email: [benefit@gbwl.org](mailto:benefit@gbwl.org)

Donor Name (if individual): First \_\_\_\_\_ Last \_\_\_\_\_

Donor Name (if business): \_\_\_\_\_

Contact Person Name: First \_\_\_\_\_ Last \_\_\_\_\_

Donor Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

BWL parent or community member who solicited this donation: \_\_\_\_\_

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

<p>Donated Item (please include as much detail as possible, e.g. everything included, dates available):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Restrictions and/or expiration date: _____</p> <p>Retail Value: \$ _____</p>
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**For Items:** Please send a high-resolution photo of the item to [benefit@gbwl.org](mailto:benefit@gbwl.org).

Donation accompanies this form.  Donation will be delivered by: \_\_\_\_\_ .

**For Gift Certificates:**  Certificate is enclosed.  Certificate will be sent separately.

The Birch Wathen Lenox School is a 501(c)3 not-for-profit corporation. Contributions are tax-deductible to the extent permitted by law. Donations become the property of the School and may be used in other fundraising or school events, including online auctions. Your item may be packaged with other items. Your item may be featured in signage at BWL and/or on social media with a photo chosen by the School, if there is none provided or the one provided is not high resolution.

**THANK YOU FOR YOUR SUPPORT!**