



Auction Donation Form
 Bethany Lutheran School
 9101 Lamar, Overland Park, KS 66207
 913-648-2228 Phone • 913-648-2283 Fax

"Putting Wings on Dreams."

Company/Name: _____ Date contacted: _____ By: _____
 Name: _____ Phone: _____
 Address: _____ Fax: _____
 City, State, Zip: _____ Email _____

Item Catalog Information

Short Item description: _____ Estimated value: \$ _____ .00

Full Description: (exactly as you want it to appear in the program or on the certificate...*including limitations*) _____

Donor's initials _____

Permission to sell two of these items if the bidding exceeds this value \$ _____

Status:

- Item is attached
- Item will be picked up prior to auction When: _____ Where: _____ By: _____
- Item to be delivered to Bethany When: _____ By: _____
- Cash Donation (*payable to Bethany Lutheran School*) Amount: \$ _____ Check # _____
 Include name in auction catalog sponsor list

- Catalog Advertisement: Size: ¼ page @ \$100 ½ page @ \$200 Full page @ \$400
 Silver Advertiser @ \$750 Gold Advertiser @ \$1,000 Check # _____

****Attach advertisement copy and black and white artwork to original copy of this form****

- Gift Certificate (attached)
- No item or certificate supplies, contact donor after auction (*add details below*)

Database Use

Item #		Storage Location: _____
		Date Entered: ____/____/____
		Live / Silent Basket Component _____
		Category: _____
		We print certificate: Yes / No
		Data Entry Person's Initial's _____

Bethany Lutheran School is a non-profit organization under IRS section 501(c) 3. Please note that all gifts are tax deductible to the fullest extent of the law. No goods or services have been provided as a result of this contribution. Please save a copy for your tax records.

(White copy – Auction Committee, Yellow copy– donor receipt)