

Auction Donation Form

Auction Date: March 13, 2020 | Donation Form Deadline: On or before February 14, 2020



Emerson
S C H O O L

DONOR INFORMATION

Donor name to appear in catalog: _____ Donate anonymously

Mailing address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Volunteer Name: _____

Donor website: _____ Date of donation: _____

Contact (will not appear in catalog): _____ Contact email: _____

ITEM INFORMATION

Item name: _____

Value of donation: _____

Is the donated item a gift card/certificate? Yes No Expiration date, if applicable _____

Donor will provide gift card/certificate Donor would like Emerson to create certificate

Detailed item description

Please include quantity, size, color, restrictions, and any other information that will insure proper understanding of item. For wine, please include any available information about the vineyard, year, type, and number of bottles.

DELIVERY OPTIONS FOR DONATION AND DISPLAY

Please deliver, or request an auction volunteer to pick up, all non-perishable items by Friday, February 14, 2020.

Donor will deliver/mail donation

Donor will deliver visual display

Emerson to arrange donation pick-up

Emerson to arrange display pick-up

FORM SUBMISSION

Mail: Send this form to Emerson School Auction, Emerson School, 5425 Scio Church Rd., Ann Arbor, MI 48103

Email: Scan and send your form to kfoy@emerson-school.org

Thank you for your generosity! Your donation supports mission-driven academic programs and financial aid. For questions, please contact Kelly Foy, Development Associate, at kfoy@emerson-school.org or 734-665-5662, ext. 315.

Please note: Placement of items in the Auction is at the discretion of the Emerson School Auction Committee. Items may be placed in the silent auction, live auction, or raffles as deemed appropriate.

FOR OFFICE USE ONLY

Auction staff: _____ Form entered: _____ Item received: _____ Completed: _____