



# AUCTION DONATION FORM

**Note: Please press hard. You are making 4 copies!!!**

## DONOR INFORMATION:

Company Name: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Please send an invitation  YES  NO

How do you want to be listed as a donor? Please print name exactly as it should appear.

\_\_\_\_\_

**NOTE TO THE DONOR:** Thank you for your donation. The Boys & Girls Clubs of the Twin Cities is a non-profit, tax exempt organization, identification #410842657. We will be sending you a formal acknowledgement of your gift to use for tax purposes. Please know your generosity will make a difference in the life of a child.

## ITEM INFORMATION:

ITEM: \_\_\_\_\_ VALUE: \_\_\_\_\_

DETAILED DESCRIPTION: *(Please note quantity, size, color and any other identifying information).*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the donation is in a form of a service, it must be used no later than \_\_\_\_\_

Gift certificate required  Donor to provide  Boys & Girls Clubs to provide

Donor will provide display materials for auction exhibit

Other restrictive information (dates available, class of travel, etc.) \_\_\_\_\_

I, the undersigned donor, hereby acknowledge and agree to provide the above-stated goods or services to the Boys & Girls Clubs.

Donor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Contacted by: \_\_\_\_\_ Phone no. \_\_\_\_\_ Date \_\_\_\_\_

**NOTE TO SOLICITOR:** All copies need to stay with the item. Please make sure all the above information is filled in.

**For office use only:**  
Category \_\_\_\_\_ Auction Item # \_\_\_\_\_