DONATION FORM

Steck Elementary PTSA

Charitable Organization 503(c)
Tax Id: 84-6047990

ANNUAL AUCTION

Steck Elementary School

425 Ash St | Denver, CO | 80220

Name of person obtaining donation: _____

Phone: _____ Email: _____

DONOR INFORMATION

Donor Name (as it should appear in catalog): _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

DONATION INFORMATION

Item	Retail Value $

Detailed Description

Restrictions? (e.g. , expiration date)

Form of Donation Physical Item ☐ Gift Certificate ☐ This sheet is certificate ☐

If physical item or gift certificate: Donation Received ☐ Will deliver to office on: _____

The donated item will be the property of Steck Elementary PTSA and will be used to raise funds for the school at the annual auction

Donor Signature _____ Date _____

Thank you for your thoughtful donation! Contact Lesley Disbrow at 919-815-9553 or lesleydisbrow@gmail.com with questions.

Auction Committee Only Item received by: _____

Item# _____ Category _____ Database ☐ Visual? Y / N Thank you letter ☐

October 2015

Dear Steck Elementary School Supporter,

The Steck Elementary Parent-Teacher Association will be hosting its annual gala auction and dinner on Saturday, May 7th, 2016. Our goal is to raise $100,000 at this year's Kentucky-Derby inspired event "Steckretariat" via a live and silent auction. The money raised is used primarily to fund an extra teacher in every classroom at the school reducing very large class sizes and making sure each child receives the education he or she deserves. Every bit of support we receive from our business neighbors helps us fill the gap between public funding and the money needed to provide a quality education to our kids.

We are asking for your support! We hope that you will consider donating a gift certificate, auction item or gift basket to our silent auction. Steck Elementary is located in the Hilltop / Cherry Creek/ Congress Park neighborhoods (5th and Albion) and Steck families all live, work, shop and dine in central Denver. As a donor for the auction, your company name will be seen by all of the families at the school as well as approximately 350 attendees the night of the event. This is a great way to support public education right here in Denver and spread goodwill in the community. Your donation is also 100% tax deductible.

May we count on your help? You can simply fill out the attached form and an auction committee member would be happy to pick up the item at your convenience. Please contact me (Lesley Disbrow) at 919-815-9553 or lesleydisbrow@gmail.com. We will confirm receipt of your donation with a letter you can use for your taxes.

Thank you for your support of Steck Elementary School!

Sincerely,

Lesley Disbrow
2016 "Steckretariat" Auction Chair