



AT# \_\_\_\_\_

Catalog # \_\_\_\_\_

## Mount Tamalpais School Auction Donation Form

ALL DONATIONS **MUST BE RECEIVED NO LATER THAN MARCH 2, 2012**Please attach **original form and two copies** to item or certificate.**Donor (person(s) or business):** \_\_\_\_\_

(Name as it will be reflected in auction catalog and on tax acknowledgement.)

Address: \_\_\_\_\_

(street address)

(city, state, zip)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Donor is:  **Business** **MTS:**     Family     Alumni     Friend     Student     Staff**Contact (if different than donor):** \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Donation:** \_\_\_\_\_ **Fair Market Value:** \_\_\_\_\_

(Gift Certificate, Basket, Wine, Dinner, Travel, etc.)

**Certificate:**     Gift certificate attached     MTS to create certificate**Wine:**     Donor form attached to wine     Ordered at authorized vendor  
Vendor name: \_\_\_\_\_**Title/Detailed Description:** \_\_\_\_\_

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Please include all relevant conditions, instructions and restrictions: dates, times, locations, sizes, tickets/guests, delivery, expiration and blackout dates, etc.

**Donor's Signature:** \_\_\_\_\_

Solicitor's Name (please print): \_\_\_\_\_

**For Internal Use Only:**

Category:	Init.	Item marker required?	Yes / No			
Auction Type:	Init.	Board required?	Yes / No			
Storage Location:	Init.	Image required?	Yes / No	Board	Live	Web
Package Number:	Init.	Package component?	Yes / No			

**Thank you from Mount Tamalpais School!**

100 Harvard Avenue, Mill Valley, CA 94941

415.383.9434 tel. 415.383.7519 fax

TAX ID #94-2356968

## **Are you ready to make a donation to the auction? Here are some guidelines to help get you started.**

### **Basket donations**

Please list all items included in basket. Be sure to drop off your items with a basket or container that can be used for display at the auction.

### **Wine donations**

List the winery name, type of wine, vintage, and a third party rating such as Robert Parker or Wine Spectator. No detailed description needed.

### **Sports and Fitness**

For sporting events, please list the ticketed games, location, dates, and seats. Please provide any specific instructions or restrictions.

### **Travel and Getaways**

Please list the location, applicable use dates, black-out dates and expiration dates. Be as descriptive as possible about the location. When possible, please include brochures with the donation form.

### **Parties and Gatherings**

List the names of all hosts, location and date of event. Avoid overlapping of events by mutually agreeing upon a date with a solicitations chairperson before submitting your donation form. Be as descriptive as possible. Please list any restrictions or qualifiers.

- A party of 10 guests or fewer will be a buyout party for individual or group bidders.
- A party of 20 guests or more will allow for individuals to sign up for the event.
- For a party between 10-20 guests, the donor may want to contact the solicitations chair to discuss the best option for the event.

### **Live Auction**

Include a photo with an image quality of 300 dpi at 1024 x 768 minimum. Please contact a solicitations chair for additional guidelines.

Thank you in advance for your participation in the auction. Please contact the solicitation chairs with any questions you might have about making your gift.

**Donation deadline: March 2, 2012.**