



# AUCTION ITEM DONATION

SFCS Annual Spring Auction • April 30, 2016 • Sheraton Carlsbad Resort & Spa

## Item Information

<b>Item Name:</b>		
<b>Estimated Value: \$</b>	<b>Expiration Date:</b> <input type="checkbox"/> None <input type="checkbox"/> Apr 30/17 (1yr from auction) <input type="checkbox"/> Dec 31/16 <input type="checkbox"/> Other:	
<b>Detailed Item Description:</b> Please describe what the item is – quantity, size, # of days and nights, etc., and any other important information about your donation.		
<b>Restrictions:</b> (e.g. gratuity not included, transportation not included, blackout dates, number of people, etc.)		
<b>I am a(n):</b> <input type="checkbox"/> Individual/Family Donor <input type="checkbox"/> Business Donor <b>I would like to remain anonymous</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>For experiences with SFCS Staff:</b> <input type="checkbox"/> This is an admin experience <input type="checkbox"/> This is a coach experience <input type="checkbox"/> This is a teacher experience		
<b>For Gift Cards, Vacation Stays or Services</b>		
<b>If you have a display item to include in the gift basket, please describe it</b> (e.g. “plush mascot”, “display card”) If not, please state “none”:		
<b>If donation is a gift certificate:</b> <input type="checkbox"/> Donor has their own certificate <input type="checkbox"/> Donor would like SFC Auction Team to create a certificate		
<b>How should the winner redeem the certificate?</b> (e.g. Call the office to schedule an appointment, email the donor, etc.)		
<b>For Tangible (Physical) Items</b>		
<b>Please indicate how and when it will get to the SFC Admin Office:</b>		
<input type="checkbox"/> Donor to deliver item to SFC Admin Office.	When will the item be delivered to SFC Admin Office? _____	
<input type="checkbox"/> Donor would like item picked up.	When will the item be ready for pick-up? _____	
<b>For All Items</b>		
<b>Do you have a picture of this item for our online catalog?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please email to <a href="mailto:sfcilentaucaution@gmail.com">sfcilentaucaution@gmail.com</a> as soon as possible, but not later than March 18, 2016.		
<b>For Class Basket Items</b>		
<b>Please indicate the class (teacher name and grade):</b>		
<b>Your Connection to Santa Fe Christian Schools</b>		
<b>Who asked you about this donation?</b> <input type="checkbox"/> I received a letter from the Auction Team <input type="checkbox"/> I was contacted by my child’s basket coordinator		
<input type="checkbox"/> I saw a post on Facebook or Twitter <input type="checkbox"/> I was contacted by an SFC parent or staff member whose name is: _____		

## Donor Information *(as it will appear on your tax receipt and in the catalog)*

<b>If there is a website you would like donors to visit, please indicate the URL:</b>		
<b>Business Name (if applicable):</b>		
<b>Name of Contact (if a business) or Name of Individual Donor:</b>		
<b>Street Address:</b>	<b>City:</b>	<b>Zip:</b>
<b>Email address:</b>		<b>Date Submitted:</b>

## Please submit this form by March 18, 2016 to:

Santa Fe Christian Schools, ATTN: Development Office, 838 Academy Drive, Solana Beach, CA 92075  
 OR FAX: 858-755-2480, ATTN: Development Questions? Development Office at 858-755-8900 x1109

*Thank you for your donation!*

SANTA FE CHRISTIAN SCHOOLS IS A 501(C)(3) NON-PROFIT ORGANIZATION, TAX ID # 33-0103052

**Donor:** Please retain this form as your tax receipt. Contributions to Santa Fe Christian Schools are tax deductible for income tax purposes to the extent allowed by law. \*Establishing value is the privilege and responsibility of the donor. This is the amount used to determine tax deduction for the donor and the purchaser. All contributions listed herein are irrevocably made to Santa Fe Christian Schools. The school acknowledges the donor did not receive any goods or services in exchange for this donation.

Prefer to use an online form? Please visit <https://sfcs.ejoinme.org/DonationForm2016>