



OFFICE USE ONLY

Auction
Type _____

Tracking

Donation Agreement

DATE SUBMITTED: _____ MEMBER CONTACT: _____
Member Phone # _____

INFORMATION ABOUT DONOR:

DONOR NAME: _____
COMPANY/ORGANIZATION: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
CORPORATE CONTACT: _____
PHONE NUMBER: (HM.) _____ (WK.) _____ (FAX) _____
EMAIL: _____

PROGRAM RECOGNITION: Please be specific as to how you wish to be listed in the program or if you wish your gift to be anonymous
Example: XYZ Corporation/JohnDoe _____

DONATION:

Item: (please describe): _____

Restrictions and Expiration Date: _____

Declared Value: \$ _____

Cash Donation: \$ _____

Please check appropriate box:

- Item(s) needs to be picked up. Item(s) will ready for pick-up by: _____
- Item(s) will be delivered. Anticipated delivery date: _____
- Item(s) enclosed
- Certificate enclosed
- Auction committee to create certificate on behalf of donor

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THANK YOU LETTERS:

League Member who solicited: _____ Date: _____
(This should be a personal note of thanks sent from the member who solicited the item..)

Corporate Contributions: _____ Date: _____

(This is the "official" letter of thanks serving as their Tax Receipt (provided for donations over \$200 and all cash donations. Provide a copy to Sue Holmes for Headquarters' files.)

Mail items and/or certificates to:

The Junior League of Phoenix
c/o Silent Auction Committee
2505 North Central Avenue - Phoenix, AZ 85004

For general questions, please contact:

Gena Seivert, Silent Auction Chair, at jlpl.donations@jlp.org

The Junior League of Phoenix is a 501(c)(3). The Employer Identification Number is 86-0178631.