



**2015 Benefit Auction Donor Form**

**Deadline: Tuesday, March 24, 2015**

Please use one form for each item donated. Thank you for your support!

**DONOR INFORMATION**

Name or Company (as it should appear in the catalog)		
Contact Person		
Address		
City		
State		Zip
Phone		
Email		
Website		

**ITEM INFORMATION**

Detailed description of item. Please include any restrictions on use of gift certificates, tickets, bookings. Please include details of size, color and more to ensure accurate understanding. Pictures or brochures make for a memorable display and are appreciated.

Expiration Date:
Cost or Retail Value:

My donation will be mailed  Please have a volunteer contact me re: delivery

**SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS**

If you are donating a gift certificate for a service, please include the following information in the certificate or letter printed on business letterhead or personal stationery:

- Name of product or professional service
- Description of what is included, what is excluded, blackout dates and limitations
- Name of contact person and name, address and full contact information for you and your company
- Instructions on how to redeem item
- Additional information such as photo or description brochure as appropriate
- Date of expiration; Expiration date will be May 1, 2016, unless otherwise noted
- Marketing materials/brochures/photos are appreciated and will be used at the discretion of the event committee

**DELIVER COMPLETED FORM & DONATION BY March 24, 2015 TO:**

**Auction Committee  
Montessori Farm School  
PO Box 1143  
Hillsborough, NC 27278  
Phone: (919) 732-5026  
Email: [info@montessorifarmschool.com](mailto:info@montessorifarmschool.com)**

Montessori Farm School greatly appreciates your generosity and thanks you for your donation.

An acknowledgement letter to be mailed following receipt of this form by Montessori Farm School will serve as your tax receipt. This donation becomes the property of Montessori Farm School and may be offered for sale at any MFS fundraising event and may be combined, at MFS's discretion, with other in-kind donations to create packages in our auctions. MFS reserves the right to withdraw any item for sale at any time. The proceeds go directly to Montessori Farm School. Upon their sale at the auction, gifts in-kind (according to tax-deductible amount) contribute toward your total 2014-2015 Annual Giving.