



AUCTION DONATION FORM

Westerly Creek Elementary
8800 East 28th Avenue, Denver, CO 80238
www.WesterlyCreekPTA.com 303.322.5877



Parent/Staff Name: _____ Phone: _____

Parent Email: _____

*If a **parent/staff** purchased or donated this item/service/experience, complete section 1, 2 and signature.
If a **business** or other individual donated this item/service/experience, complete section 1, 2, 3 and signature.*

1. DONATED ITEM, SERVICE OR EXPERIENCE:

Name (8 words or less) _____ Retail Value \$ _____

Exact Description to be in the Auction Catalog (50 words or less, Size? Color? Quantity? Special Conditions? Is it a Sign-up?*)

*A Sign-up item is an offering open to more than one individual. Cost of event and number of attendees is fixed and set by the donor.
Examples include a themed dinner at a donor's home, a guys' poker night, a group outing to a fire station, or a cooking class

2. CHECK TYPE OF ITEM, SERVICE OR EXPERIENCE:

- Physical Item to be displayed at auction—(Item must be delivered to WCE Office by February 1)
- Gift Certificate/Gift Card/Event Tickets—attach to form
- Generic Certificate for Auction Committee to Print Expiration Date: _____
- Sign-up Item*? Price per Person: _____ Minimum #: _____ Maximum #: _____
- Do you have promotional items to be displayed at the Auction? Promotional items should be provided with form.
- If applicable, did you email your logo in a jpg file to wceauction@gmail.com?

3. BUSINESS/INDIVIDUAL DONOR

Business Name: _____

Contact Person: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Website: _____

DONOR SIGNATURE: _____ **DATE:** _____

TO THE DONOR: Thank you for your donation to the Westerly Creek Elementary Auction. The funds raised by this event will help provide the school with classroom paraprofessionals and additional technology. The students, parents and faculty of the school thank you for your generosity. Upon signature, this donation becomes the property of Westerly Creek Elementary and is to be offered for sale at auction for the benefit of the school. This item is tax-deductible. Our IRS tax identification number is 20-1069797.