



Sweet Pea Cottage

Preschool of the Arts
where creative minds begin to bloom

AUCTION DONATION FORM

Please print carefully and complete all sections of this form. Please use a separate form for each item.

ALL FORMS DUE BACK TO SWEET PEA BY JANUARY 19

Item Information

Item Name/Title
Detailed Description of Item for Catalog (ie: quantity, size, color, etc.)
Restrictions (i.e.: expiration dates, blackout dates, etc.)
Item Value (as declared by the donor) \$
Item or Gift Certificate Status (<i>please check all that apply</i>): <input type="checkbox"/> To be <u>picked up</u> at _____ on _____ <input type="checkbox"/> Attached to this form <input type="checkbox"/> To be <u>delivered</u> by <input type="checkbox"/> Donor or <input type="checkbox"/> Volunteer Contact <input type="checkbox"/> To be <u>created</u> by <input type="checkbox"/> Donor <input type="checkbox"/> Sweet Pea

Cash Donation

I prefer to give a tax deductible cash donation toward the event: <input type="checkbox"/> \$1,500 <input type="checkbox"/> \$1,000 <input type="checkbox"/> \$500 <input type="checkbox"/> \$250 <input type="checkbox"/> \$100 <input type="checkbox"/> \$ _____

Donor Information

Donor Name (as it should appear in the catalog)	
Address	
City, State, Zip	
Phone	Email
Donor's relationship to Sweet Pea <input type="checkbox"/> SP Parent <input type="checkbox"/> SP Staff <input type="checkbox"/> SP Alumni <input type="checkbox"/> Community Business <input type="checkbox"/> Friend/Family of SP Parent <input type="checkbox"/> Friend/Family of SP Staff <input type="checkbox"/> SP Board	

Volunteer/Parent Information

Name	Child's Name
Phone	E-mail
Child's Classroom (check one): _____ Ladybugs _____ Flowers _____ Spiders _____ Butterflies	

FOR COMMITTEE/OFFICE USE ONLY

<input type="checkbox"/> Form Rec'd (date/initials) _____	<input type="checkbox"/> Thank You Sent (date/initials) _____
<input type="checkbox"/> Stored At _____	<input type="checkbox"/> Entered in db (date/initials): _____
<input type="checkbox"/> Item # _____	<input type="checkbox"/> Category _____

White Copy: Sweet Pea Office, Yellow Copy: Data Entry Person, Pink Copy: Donor Receipt, please retain for your records.

Sweet Pea Cottage Preschool of the Arts is a Non-Profit 501(c)3 organization (ID # 20-0773528)

Your donation may be tax deductible. Please consult your tax advisor.

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