

# LICENSE TO BID

# 007

Wilchester Auction 2018

**IN-KIND GIFTS DONATION FORM**  
Wilchester Elementary Auction | November 10, 2018

Solicitations Committee Member: \_\_\_\_\_

*Please print information above as you would like it to appear in the event program and all advertising materials.*

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DEADLINE:** All donor forms, items, and display/advertising materials must be received by October 5, 2018 to ensure inclusion in the event program.

*Please give a detailed description of the donated item(s) and their contents. Include all applicable restrictions. Gift certificates should be valid from November 2018 to November 2019.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Value of Item (s): \$ \_\_\_\_\_ Required for IRS purposes and donation receipt.

**Delivery Information:**

Donation Enclosed  Sending Donation by \_\_\_\_\_  Donation must be picked up by \_\_\_\_\_  
Service Type Date

**Display Information:** *display materials include catalogs, menu, business cards, poster, shopping bag, or any other branded or advertising materials that can be placed with your donation.*

Enclosed  Sending by \_\_\_\_\_  Pick-up by \_\_\_\_\_  None  
Service Type

List Display Items: \_\_\_\_\_

Please send Auction, Raffle, Gift Bag, and /or Display Items to:  
Wilchester Elementary School Auction  
13618 St. Mary's  
Houston, TX 77079

For more information please contact:  
Stacy Stepler  
713-203-9917  
StacyBrockStepler@gmail.com

No goods or services were exchanged for this donation.  
Wilchester Elementary School is a 501(c)3 organization; our tax ID is 74-6086293.  
Please retain a copy of this form as a tax receipt.