



ENFIELD MONTESSORI SCHOOL
ANNUAL GALA & AUCTION

Family Donation Form (due on or before January 16, 2018)

Name: _____

Address: _____

Phone: _____ Email: _____

Our family will donate the following: \$100 monetary donation **OR** an auction item

Auction Item Title _____

Purchase Price (\$100 minimum) \$ _____ **Item value \$** _____

Please attach a copy of your receipt to this form.

Description: (one item per form)

Be creative! Help us sell your donation. Please describe in detail. Include color, size/dimensions, material, length of time available, etc. or provide a website where we can obtain an item description.

Restrictions and Limitations: (Number of people/number of days/season/exclusive dates/reservations/expiration date)

Auction Item Logistics

- ◆ All items must be delivered to Enfield Montessori School by January 16, 2018.
- ◆ A Donor Form must be filled out for each item donated.
- ◆ If items are not received by January 16, 2018 you will be responsible for providing either a check or cash in the amount of \$100.00 by February 6, 2018 to Elizabeth Page at the Enfield Montessori School.
- ◆ The check must be made payable to Enfield Montessori School.
- ◆ If an item is not available for display please email a digital photograph of the item to Nperry@perrylabbe.com
- ◆ Please provide props appropriate to showcase your donated item. Brochures, pamphlets, display baskets, etc. are all appreciated.
- ◆ This donation becomes the property of Enfield Montessori School and is at the school's discretion to be offered for sale at the auction.
- ◆ Enfield Montessori School reserves the right not to accept certain items for auction.
- ◆ It is the donor's sole responsibility to comply with all applicable tax regulations.

Please bring items and donor agreement form to EMS. (Date item received by EMS: _____)