

St. Stephen's Episcopal School Auction Item Donation Sheet

This information will be used in our valuing and description of the item(s) so please provide as much information as possible. We appreciate your support and your help!

Please complete one sheet for each item you are donating.

Business or Donor: _____

Contact (if different than the donor): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Mobile Phone Number: _____

Email: _____

Fair Market Value of Donation: _____

Is this an anonymous donation: ___ Yes ___ No

Detailed description of item or service being donated: (for example: amount of gift certificate; size, color, materials constructed from, dates of service, etc.):

Please include any terms or conditions (live auction item, minimum bid, temperature requirements, handling, etc.):

If item is not turned in with this sheet, please note when and where it will be dropped off or pick up requirements:

DEADLINE FOR ALL DONATIONS IS FRIDAY, APRIL 28

St.. Stephen's Episcopal School
215 N. Front Street
Harrisburg, PA 17101
(717) 238-8590
www.sseschool.org or development@sseschool.org

Please note that we reserve the right to combine your donation with other items or donate it if we are not able to use it.