



Donation Form

PLEASE USE ONE FORM FOR EACH ITEM DONATED

(Office Use Only) Item # _____

CONTACT INFORMATION (Please print or type)

Donor/Company Name: _____

(Please print name as you wish it to appear in the event materials and/or signage.)

Contact Name (If donor is a company): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

DONATED ITEM (Please print or type)

Name of item donated: _____

Cost/Fair Market Value or donor's estimate of value (for IRS purposes): _____

Complete description of item*: _____

***If your donation contains multiple services or products, please describe each item fully.**

SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS

If you are donating a gift certificate for a service and require St. Edward High School to create the certificate for you, please include the following information in the certificate or in a separate letter.

- Description of what is included and what is excluded
- Name of person to contact for further information
- Full contact information for you or your company, including name, address, phone, and email
- Include any additional information, such as a photo or brochure, as appropriate
- Expiration date, if applicable, of any goods or services
- Instructions on how to redeem item

DELIVERY OPTIONS: (Please check one)

- Enclosed
- I, or a representative of the company, will **drop off** the above listed item(s) to St. Edward High School's Advancement Office located at 13500 Detroit Ave., Lakewood, OH 44107 by _____.
- I, or a representative of the company, will **ship via UPS, FedEx, or US Postal Service** the above item(s) to: St. Edward High School, 13500 Detroit Ave., Lakewood, OH 44107, to arrive by _____.

**Please return completed form to Colleen Kiely at
13500 Detroit Ave., Lakewood, OH 44107, email to ckiely@sehs.net or fax to 216-221-4609
Please make a copy for your records.**

On behalf of St. Edward High School, thank you for your tax-deductible gift. St. Edward High School is a non-profit institution, and we sincerely appreciate your contribution. St. Edward's Federal Tax I.D. number is 34-0737808.

This donation becomes the property of St. Edward High School and is to be offered for sale at an auction or other fundraiser, the proceeds of which directly benefit the students of St. Edward High School.

Donor Signature: _____ Date: _____ Committee Solicitor: _____

For further information, contact Colleen Kiely at 216-221-3776 ext. 259.