



ENFIELD MONTESSORI SCHOOL
 ANNUAL GALA & AUCTION

Family Donation Form (due on or before January 31, 2020)

Name: _____

Address: _____

Phone: _____ Email: _____

Our family will donate the following: Item(s) for my child(ren)'s classroom basket(s) **OR**
 \$100 monetary donation **OR**
 An auction item

Auction Item Title _____

Purchased Value (\$100 minimum) _____

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, reservation requirements, expiration date, etc.)

Auction Item Logistics

- ◆ All items must be delivered to Enfield Montessori School by January 31, 2020.
- ◆ A Donor Form must be filled out for each item donated.
- ◆ If items are not received by January 31, 2020 you will be responsible for providing either a check or cash in the amount of \$100.00 by February 7, 2020 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 Martha.Prou@gmail.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: _____)