



**DONATION FORM**

*Internal Use Only*

Item # \_\_\_\_\_

Auction Category \_\_\_\_\_

Sub-Category \_\_\_\_\_

Date Rcvd \_\_\_\_\_

Rcvd by \_\_\_\_\_

**23<sup>rd</sup> Annual Gala • November 13, 2021 • St. Anne Gymnasium**

Date: \_\_\_\_\_ Fair Market Value: \$ \_\_\_\_\_

Donor Name (to appear in acknowledgments): \_\_\_\_\_

Complete description of donation item/service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Restrictions/expiration/special instructions of item/service: \_\_\_\_\_

\_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Solicitor Name: \_\_\_\_\_

Thank You Note

*Please indicate one of the following:*

- Gift Certificate is attached.
- Please create a Gift Certificate for me using the details provided.
- Item/Gift Certificate will be mailed to the Foundation Office.
- Item/Gift Certificate will be delivered to the Foundation Office.
- Item will be picked up by solicitor and delivered to the Foundation Office.
- Please arrange for pick-up of item using the contact name and information above.
- Please have auction winner contact me directly at Donor Contact information provided above.

**PLEASE SUBMIT COMPLETED FORM TO:**  
**St. Anne School Foundation**  
**2120 Westheimer**  
**Houston TX 77098**  
**713-525-4300**  
**www.saintannegala.org**  
**Questions? Contact Lisa Jakel at 337-802-5411 or ljakel@stannefoundation.org**

**THANK YOU!**

