



Second Annual

Benefit Dinner and Auction

2020 Live Auction Donation Form

To donate an item for the live auction presented by Clayton Elementary PTA at *the EVENT* benefiting Clayton Elementary School, please complete and return this form by March 9, 2020. Your donation will be in the auction at the fundraising event on Thursday, April 2, 2020. Donations received after March 9, 2020 cannot be guaranteed to be included in the printed promotional materials, but will definitely receive verbal recognition.

Donor Information:

Name of person or company making donation

Contact name

Phone Number

E-mail Address

Mailing Address

Street Address (if different)

Additional direction for pick-up (if applicable)

Donated Item Description:

Item(s)

Name: _____

Item(s) Description: (Objects- include physical description, history, size; Travel-accommodation and ticket information including location, date(s) of use, special features, and any limitations or restrictions):

Estimated Value: \$ _____

Clayton Elementary PTA is a 501(c)3 organization; IRS letter will be mailed after receipt.

Please have donated items ready to pick-up or mailed by March 9, 2020 in order to be included in the printed promotional materials.

_____ I will have the donated item available for pick-up on _____.
Pick up times are 9am-5pm, Monday-Friday.

_____ I will mail the item to the address below.
Please send the completed form via mail or email to:

Clayton Elementary School
ATTN: PTA Fundraising/Kimberly De La Garza
7525 La Crosse Ave
Austin, TX 78739