


COMPLETED SAMPLE FOR CERTIFICATE

Shanley Deacon Dinner Auction 2017

Donor Information		Please fill in with Ball Point Pen	
Donor or Company Name (as to appear in the catalog): ABC Company		Donor Phone #: 701-552-1212	
Donor Contact Person (not listed in the catalog): John Doe		Donor FAX #:	
Donor Address (include City and Zip): 555 Awesome Ave. S. Mayberry, ND 55555		Donor Email: johndoe@ABC.com	
		Donor Website: ABC.com	
Donor 2 or Company Name (as to appear in the catalog):		Donor 2 Phone#:	
Donor 2 Contact Person (not listed in the catalog):		Donor 2 FAX #:	
Donor 2 Address (include City and Zip):		Donor Email:	
		Donor Website:	
Solicitor: Your Name		Solicitor Phone #:	
		Team Name:	



Donor(s) Signature (Required):
John Doe

Donated Item Information		Catalog Deadline:	
Tracking Number:	Catalog Item Name: Name of Certificate		
Detailed Catalog Item Description: (Quantity, Size, Color, Restrictions, & other information to ensure proper understanding of the donated item:)		Item Value: (Fair Mkt Value) Round Amt. to Nearest Dollar	Minimum Bid: Expiration Date:

Write a colorful description about the item/service for the certificate using full sentences.
Include quantity, size, color (if applicable) and any terms for the certificate.
Unless otherwise specified, the expiration date for the certificate is one year from the date of the Auction.

Storage Location:		
<input type="checkbox"/> Tangible Item - Display at Auction	<input type="checkbox"/> Delivery by Donor	<input type="checkbox"/> Pick Up by Solicitor
<input checked="" type="checkbox"/> Tangible Item - Do Not Display	<input checked="" type="checkbox"/> Donor to Provide Gift Certificate	<input checked="" type="checkbox"/> Auction Committee Provide Certificate
<input type="checkbox"/> Intangible Item	<input type="checkbox"/> Donor to Provide Promo Material	<input type="checkbox"/> Matching Funds

Item Label			
Brief Item Name:		Donor's Name(s) as it should appear in the catalog:	
		Donor Phone #:	
Tracking Number:	Catalog Number:	Code/Category:	Package With:

Please return forms to:		St. John Paul II Catholic Schools	
Copy 1: Office		5600 25th Street South	
2: Catalog/Database		Fargo, ND 58104	
3: Solicitor		(701) 893-3200 Fax: (701) 893-3271	
4: Donor Receipt		Email: Lee.L.Hoedl@jp2schools.org	
		Fed Tax ID 450403317	
		Your donation may be tax deductible. Check with your tax advisor.	

Mark whichever is true, pertaining to the certificate. If the Auction Committee is generating the certificate, you must fill out the name and description, then have the donor sign his or her name.