

# Francis Scott Key Elementary School PTA

## 2010 Spring Auction Donation Request

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

If applicable, Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

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

**Please give complete description of donation for Auction Catalog and publicity materials.  
Include photos, brochures, menus and promotional materials.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please check if interested in placing an ad in our auction catalog & we will contact you.**

Item Solicited by: \_\_\_\_\_

Approximate Value: \$ \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Other Restrictions: \_\_\_\_\_

Check One:	
	This Donation Form serves as an Auction Gift Certificate.
	The item or gift certificate accompanies this Donation Form.
	Donor/Solicitor will deliver the item or gift certificate to Key Elementary on (Insert date):     /     . <b>NOTE: ALL DONATIONS MUST BE RECEIVED BY 2/12/10</b>
	The item will need to be picked up (please call us to make arrangements).

Donor's signature: \_\_\_\_\_

**Please mail to below or drop in the Auction Drawer @ the school office by January 29, 2010**

**Francis Scott Key Elementary School PTA**

**Attn: Spring Auction 2010**

**5001 Dana Place, NW**

**Washington, DC 20016**

**Or fax to Key School at 202-338-0196.**

The Francis Scott Key Elementary School PTA is a 501 (c) (3) organization (Federal Tax ID No. 52-1644961).

Your donation may be considered tax-deductible, please consult your tax advisor.

Please keep a copy of this form for your records.