**Baywood Elementary School 2017 Auction Donation Form**

Donations also accepted electronically at [www.BaywoodAuction.org](http://www.baywoodauction.org)

**Guidelines:** Donation Forms Due **Feb 17, 2017** • Items must be received by **Feb 24, 2017**

Complete a separate form for each donation • **Questions**: Karen Lott at kndlott@gmail.com

Donor/Business Name

Primary Contact

Address

Phone Number Email Address

If you have a website, please provide the address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donor Type (check all that apply)

🞏 Baywood Family 🞏 Individual 🞏 Business 🞏 Teacher 🞏 Alumni
🞏 Anonymous 🞏 Other 🞏 Friend/Relative of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If more than one donor, please list additional donors

If a business, please list owners and employees who are Baywood families, if known

Can you provide an electronic image of your donation? 🞏 yes 🞏 no

Donation Type (check one) 🞏 Gift Certificate 🞏 Item 🞏 Service 🞏 Party or Package

Fair Market Value $

Detailed Description

Restrictions, exclusions or special conditions

Expiration Date

Please check the appropriate box:

🞏 Gift certificate or item is enclosed with this donation form.

🞏 Please create a gift certificate to represent my donation.

🞏 I will contact Karen Lott at kndlott@gmail.com to arrange delivery no later than Feb 24th.

Donor Signature

**Please mail completed form to:** Baywood Elementary School, Auction Procurement

 600 Alameda de las Pulgas, San Mateo, CA 94402

*Baywood’s PTA is a 501(c)(3) non-profit organization; our Tax ID Number is 23-7017555.*

 **Thank you for your generosity!**