



2019 DONATION FORM

Yes! I would like to make the following contribution to the 2019 Montclair Elementary School Auction, which will be held on **Saturday, April 6, 2019.**

Donation information:

Item/Service/Talent Name: _____

Check here if new donation Check here if renewal

Description: (Please be as specific as possible. It helps us list/sell or acknowledge your donation(s) service(s) talent(s):

Approximate retail value: \$ _____ Expiration date (if any): _____

(Note: suggested expiration date for gift certificates: April of 2020)

Any restrictions: _____

Gift Certificate/Merchandise:

Tangible items:	Intangible items:
<input type="checkbox"/> Item is enclosed	<input type="checkbox"/> Gift certificate is enclosed
<input type="checkbox"/> Item will be sent under separate cover	<input type="checkbox"/> Certificate will be sent under separate cover
<input type="checkbox"/> Item needs to be picked up	<input type="checkbox"/> Descriptive materials enclosed

Contact Name _____ Title: _____

Business Name _____

Street address _____

City _____ State _____ Zip _____

Daytime phone: _____ Evening phone: _____

Email: _____ Website: _____

Please complete and return this form and provide your contribution no later than **March 16, 2019.**

By mail: 1757 Mountain Blvd, Oakland, CA 94611, Attn: Otter Bash Procurement Team

By email: You can also contact us by email at otterbashdonations@montclairschool.com