

# McAuction Gift Donation Form

*For Office Use*

Date Received \_\_\_\_\_  
Date entered in GG \_\_\_\_\_  
Entered by \_\_\_\_\_  
Item # \_\_\_\_\_  
Package # \_\_\_\_\_  
Circle Donation Type:  
Gift Card Grab  
Dining & Entertainment      Basket Boutique  
A Mix of Gifts                    Treasure Chest  
Home & Garden                    Raffle  
Live Auction                        Super Silent  
Sports                                Handbag Heaven

Item Name: \_\_\_\_\_

Business/Individual Donor Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_       Parent    Alum    Employee    Other    Friend

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

How Donor's Name should appear in catalog: \_\_\_\_\_

If multiple donors: Total donors: \_\_\_\_ (List names and addresses on the back of this form)

Delivered in Person    Picked up    Mailed    Gift Gathering Party \_\_\_\_\_    Other \_\_\_\_\_

***DUE TO THE CATALOG PRINTING DEADLINE, ALL INFORMATION ABOUT GIFT DONATIONS SHOULD BE IN THE AUCTION OFFICE BY January 31, 2018. GIFTS RECEIVED AFTER 1/31/18 WILL BE LISTED IN THE ADDENDUM.***

Please supply address for thank you letter and donation statement. Gifts are tax deductible as stated in the IRS code.

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

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

Business Contact Name:  Mr.  Mrs.  Ms. \_\_\_\_\_

Detailed Description for Catalog:

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Item Restrictions:

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Donor Stated Value \$ \_\_\_\_\_ if you are donating more than one item please list the values separately.

**Certificate Item:** Expiration Date: \_\_\_\_\_ Is Certificate attached?  Yes    No   If **No**, does McAuley make certificate?  Yes    No

**Gift Pickup:** Is Gift Pickup needed?  Yes    No   If **Yes**, what is the desired Pickup Date / Time: \_\_\_\_\_

Please return this information to:  
**McAuley Development Office, 6000 Oakwood Avenue, Cincinnati, OH 45224**  
or Fax to 681-1802 or Email to [hodappl@live.mcauleyhs.net](mailto:hodappl@live.mcauleyhs.net) or by phone at 681-1800 x1117.

Person completing this donation form: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Gift Location: \_\_\_\_\_

**YOUR DONATION IS APPRECIATED!**

For more information about McAuley's McAuction on check out our website at [www.mcauleyhs.net/mcauction](http://www.mcauleyhs.net/mcauction)

## Multiple Donors for McAuction Gift Listed on Front

1) Donor Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Current Parent     Past Parent     Alum     Faculty/Staff     Business     Friend     Club     Other

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

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

(i) How Donor's Name should appear in the Catalog: \_\_\_\_\_

2) Donor Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Current Parent     Past Parent     Alum     Faculty/Staff     Business     Friend     Club     Other

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

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

(ii) How Donor's Name should appear in the Catalog: \_\_\_\_\_

3) Donor Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Current Parent     Past Parent     Alum     Faculty/Staff     Business     Friend     Club     Other

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

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

(iii) How Donor's Name should appear in the Catalog: \_\_\_\_\_

4) Donor Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Current Parent     Past Parent     Alum     Faculty/Staff     Business     Friend     Club     Other

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

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

(iv) How Donor's Name should appear in the Catalog: \_\_\_\_\_

5) Donor Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Current Parent     Past Parent     Alum     Faculty/Staff     Business     Friend     Club     Other

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

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

(v) How Donor's Name should appear in the Catalog: \_\_\_\_\_