



15TH ANNUAL SHEPHERD ELEMENTARY SCHOOL SPRING GALA & AUCTION

SESPTA SPRING GALA & AUCTION COMMITTEE 7800 14th St NW, Washington, DC 20012



SES SPRING GALA DONATION FORM

Donor/Contributor Information:

Name (Company or Individual): _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Phone: _____ Email: _____

Donation Information: Is this an item? A gift card? A service? A sign-up party?

Description of Donation (Quantity, size, color, etc.)

Estimated Retail Value (we can assist with pricing, if needed): _____

Expiration Date (if applicable; we suggest 1 year from event date): _____

Special Instructions (restrictions, special arrangements):

- Gift certificate or merchandise included with form
- Gift certificate to be created by SESPTA
- Item not enclosed/included with form. Date donation will be available: _____
- Winner to contact donor for delivery or redemption at phone/email: _____

Authorization Signature (and Printed Name) Date

*Thank you for your fully tax-deductible contribution to the SESPTA. No goods and services were provided in connection with your contribution. Please return this form by **April 22nd, 2019.***

Solicited by:
Shepherd Elementary Contact Name: _____
Email: _____ *Phone:* _____
Child's name and class _____
 Please provide a copy to the donor and email a copy to SESGala2019@gmail.com or drop off in the PTA mailbox, located in the school's front office.