



# ST. EDWARD HIGH SCHOOL

SPONSORED BY THE BROTHERS OF HOLY CROSS

## Donation Form

PLEASE USE ONE FORM FOR EACH ITEM DONATED

(Office Use Only) Item # \_\_\_\_\_

### CONTACT INFORMATION (Please print or type)

Donor/Company Name: \_\_\_\_\_  
(Please print name as you wish it to appear in the event materials and/or signage.)

Contact Name (If donor is a company): \_\_\_\_\_

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

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

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

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

### DONATED ITEM (Please print or type)

Name of item donated: \_\_\_\_\_

Cost/Fair Market Value or donor's estimate of value (for IRS purposes): \_\_\_\_\_

Complete description of item\*:

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

**\*If your donation contains multiple services or products, please describe each item fully. Please use the reverse side of this page if needed.**

### SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS

If you are donating a gift certificate for a service and require St. Edward High School to create the certificate for you, please include the following information in the certificate or in a separate letter.

- Description of what is included and what is excluded
- Name of person to contact for further information
- Full contact information for you or your company, including name, address, phone, and email
- Include any additional information, such as a photo or brochure, as appropriate
- Expiration date, if applicable, of any goods or services and instructions on how to redeem item

### DELIVERY OPTIONS: (Please check one)

☐ Enclosed

☐ I, or a representative of the company, will **drop off** the above listed item(s) to St. Edward High School's Advancement Office located at 13500 Detroit Ave., Lakewood, OH 44107 by \_\_\_\_\_.

☐ I, or a representative of the company, will **ship via UPS, FedEx, or US Postal Service** the above item(s) to:  
St. Edward High School, 13500 Detroit Ave., Lakewood, OH 44107, **to arrive by** \_\_\_\_\_.

Please return completed form to Colleen Kiely at 13500 Detroit Ave., Lakewood, OH 44107, or email to [ckiely@sehs.net](mailto:ckiely@sehs.net)

For further information, contact Colleen Kiely at 216-221-3776 x259.

**ALL COMPLETED DONATION FORMS SHOULD BE TURNED IN BY MARCH 2, 2020.**

On behalf of St. Edward High School, thank you for your tax-deductible gift. St. Edward High School is a non-profit institution, and we sincerely appreciate your contribution. St. Edward's Federal Tax I.D. number is 34-0737808.

This donation becomes the property of St. Edward High School and is to be offered for sale at an auction or other fundraiser, the proceeds of which directly benefit the students of St. Edward High School.

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Committee Solicitor: \_\_\_\_\_