

*Office Use Only:*

Data Entry Rep Input

Acquisition Rep Input

Direct Donor Input

Section\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this Sophmore Class Item:\

*Yes or No*

Se

*Office Use Only*:

Item #: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Package #:** \_\_\_\_\_\_\_\_\_\_\_\_\_

Auction Rep: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home#:\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Auction Donation Form**

**Pace Academy Parents Club**

966 W. Paces Ferry Rd, NW

Atlanta, GA 30327, Attn: Auction

<http://www.paceacademy.org/auction> Phone: 404-262-1345

**Please fax completed form to 404-240-7408 or email to donations@paceacademy.org**

**Item Information Part I:**

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

Value: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item Type:

 Gift Card

 Donor Certificate

 Physical Item

If Certificate, then Certificate Type: Donor Provided *or* Software Printed

Item will be Located By?:

 1. Auction Team to Create Certificate

 2. Donor Created Certificate to be Delivered *or* Donor Created Certificate to be Picked Up

 3. Gift Card to be Delivered *or* Gift Card to be Picked Up

 4. Physical Item to be Delivered *or* Physical Item to be Picked Up

 5. Received

**Donor Information:**

Donor or Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pace Parent: Yes *or* No

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

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

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

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

Would you like to provide an image/logo for online Catalog? yes *or* no email **donations@paceacademy.org**

**Item Information Part 2:**

Description:

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

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Restriction:

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

**Item Submission Instructions**

The Auction Donor Form is the contract between Pace Academy and the Donor. We have established procedures where all forms can be submitted:

1. Electronically by the donor
2. A traditional hardcopy form

**Electronically by the Donor**

Those who wish to submit their donation electronically can go to

<http://www.paceacademy.org/auction>. They will see a prominently located ‘button’ which will direct them to an online form.

We anticipate that many Pace parents will donate electronically as well as companies and organizations that are repeat donors. This removes the need for a paper donation form and provides an instant receipt for the donor.

**Traditional Hard Copy Form**

Donation forms can be completed by donor and

1. Faxed to 404-240-7408
2. Emailed to donations@paceacademy.org
3. Picked up by a donations committee member
4. Mailed directly to Pace Academy

*Tips for Completing the Donation Form*

1. Fill out:

a. *Item Name*

b. *Item Value*

c. *Donor Information*. Please make sure the donor information is complete, accurate and legible. Please provide a name and number for the person the bidder can contact to redeem a gift certificate.

d. *The Detailed Description.* Be descriptive but concise.

e. *Expiration Date and Restrictions* (e.g., the dates a vacation home is available)

2. If the item involves a gift certificate, check whether you will provide a gift certificate or if we need to print a Pace gift certificate on your behalf.

3. Pick/up collection instructions for items or gift certificates.