



## DONATION FORM

Silent Auction Donor Form  
(Please complete a separate form for each item donated)

*Our Lady of Guadalupe School acknowledges your generous support and commitment.*

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

Donor Name for recognition purposes- as you would like it to appear in program:

\_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Address: \_\_\_\_\_

Description of Item or Service Donated:

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

Value of Item: \$ \_\_\_\_\_ Gift Certificate valid until: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(My signature indicates my authorization to make this commitment on behalf of my company)

**Please check the following:  
auction**

- Gift certificate attached
- Item to be picked up by volunteer
- Purchaser to pick up item at store
- Item mailed to Our Lady of Guadalupe School Advancement

**Please mail donor forms and**

**items to:**

Our Lady of Guadalupe School  
Attn: Advancement Office  
2405 Navigation Blvd.  
Houston, Texas 77003

You can also fax donor forms to: 713-225-2122

Questions- email: [mchavez@olgschoolhouston.org](mailto:mchavez@olgschoolhouston.org) or call: 713-224-6904

Our Lady of Guadalupe School is a 501 (c)(3) educational organization.  
Contributions are tax-deductible, less the fair market value of any goods or services received.

*For Development Office Use Only:*

Donor Referred by: \_\_\_\_\_

Category: \_\_\_\_\_ Item Number: \_\_\_\_\_

LGL: \_\_\_\_\_ Entered by/Date: \_\_\_\_\_