



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 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: _____