



AT SALEM LUTHERAN SCHOOL

D 281 | 351 | 8223

F 281 | 520 | 4287

22601 Lutheran Church Road
Tomball, Texas 77377
salemlutheran.com

Instructions for Completing Donation Form

1. Check the box for "Auction"
2. Donor completes "Donor Information" and check BOX as to how to be listed on the website/program
3. DONATION INFORMATION
Name the ITEM or SERVICE to be donated

Describe the ITEM or SERVICE in detail, listing specific dates as necessary

DONOR completes the "Fair Market Value" Box
4. DONOR's Signature and Date
5. ACCEPTED by, Solicitor's Signature and Date
6. TOP BOX is completed by School Office
7. CHECK BOX on the bottom of page if a CERTIFICATE is attached or if a CERTIFICATE needs to be made
8. Give the **PINK COPY to the DONOR**

PLEASE BRING the DONATED ITEM/CERTIFICATE to the SCHOOL FRONT OFFICE along with the COMPLETED DONATION FORM.

THANK YOU FOR MAKING A DONATION AND FOR SOLICITING DONATIONS TO OUR ONLINE AUCTION!