



**BUILDING  
BLOCKS**  
SCHOLARSHIP FUND  
A Division of LESA

For Office Use Only:  
AK \_\_\_\_\_ DB \_\_\_\_\_ Item # \_\_\_\_\_

3558 S. Jefferson Avenue Phone: 314-268-1520  
St. Louis, MO 63118 Fax: 314-268-1524

# Auction Donation Form

Please make a copy of this completed form for tax purposes. You as the donor are responsible for substantiation of the value of this gift to your tax advisor.

**Step #1:**

How can we contact you?

**Donor:** \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**Step #2:**

Do you have an item to donate? (For multiple items, please fill out one form for each item.)

**Item Description:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Estimated Value: \_\_\_\_\_  
 Please check one of the following:  
 Item/Gift Certificate is included.  
 I will send/deliver my donation to BBSF by April 1.  
 Please make up a Gift Certificate for me based on my item description.  
 Contact me to arrange pick up of my item/certificate.

**Step #3:**

Advertise your business or show your support with an ad in our auction book.

**What size ad?**  
 Whole page - \$100       1/4 page - \$35  
 Half page - \$60       Business Card - \$25  
 Message for the ad: \_\_\_\_\_  
 \_\_\_\_\_  
 I will email a photo or typeset ad to [mmaxfield@lesastl.org](mailto:mmaxfield@lesastl.org).  
 I have included a photo to be used in the ad.

<b>Full page- \$100</b>	
<b>Half page- \$60</b>	
<b>1/4 page \$35</b>	<b>Business Card \$25</b>

**Step #4:**

Return the form to the office.

- Return this form and your donation to: Building Blocks Scholarship Fund, 3558 S. Jefferson Ave., St. Louis, MO 63118, Attn: Melissa Maxfield
- Make checks payable to Building Blocks Scholarship Fund.
- Contact **Melissa Maxfield** at **314-268-1525** or **[mmaxfield@lesastl.org](mailto:mmaxfield@lesastl.org)** with your questions.