



For Office Use Only:

AK _____ DB _____ Item # _____

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

2012 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 LESA by March 14.

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.

I have included a photo to be used in the ad.

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

Step #4:

Return the form to the office.

- Return this form and your donation to: Lutheran Elementary School Association
3558 S. Jefferson Ave.
St. Louis, MO 63118
Attn: Melissa Maxfield
- Make checks payable to Lutheran Elementary School Association.
- Contact **Melissa Maxfield** at **314-268-1525** or **mmaxfield@lesastl.org** with your questions or to purchase tickets.