

# 2017 Gala Auction Donation Form

Thank you for your support! Please complete this form and submit it to a Sion gala auction volunteer or the Advancement office.

TAX ID#: 530196617

Notre Dame de Sion Advancement Office  
CC: Bridget Rutledge  
10631 Wornall Road, Kansas City, MO 64114  
816-753-3810 ext. 2160

Donor Information	
Donor Name	(Please indicate the name as you would like it to appear in the Gala Auction Catalog)
Company Name	
Address	
City/State/Zip	
Phone	
Email	
Item Information	
Item	
Item Description	Please be as detailed as possible. Attachments welcome.
Restrictions	Please include EXPIRATION DATE.
Gift Certificate	<input type="checkbox"/> GC Included/Attached <input type="checkbox"/> Please Create a GC
Retail Value	

FOR OFFICE USE ONLY:	
Volunteer/solicited by: _____	Procurement # _____
<input type="checkbox"/> Gift Received Date: _____	<input type="checkbox"/> GC Created _____
Storage: <input type="checkbox"/> Certificate File <input type="checkbox"/> Auction Closet <input type="checkbox"/> Other _____	
Date Entry Staff: _____	Date: _____
<input type="checkbox"/> Silent Auction <input type="checkbox"/> Super Silent Auction <input type="checkbox"/> Live Auction	