

# The Saklan School Annual Auction

## DONATION FORM

Deadline to be included in  
Auction Catalog: March 1, 2020

Contact:  
Dabney Lawless  
[dabneylawless@gmail.com](mailto:dabneylawless@gmail.com)  
585-472-4338

**Please fill out completely and keep a copy for your records.**

*The Saklan School is organized as a non-profit, Tax ID# 94-2494910*

*Completed forms can be mailed to The Saklan School at 1678 School St. Moraga, CA 94556*

*You may also submit form online at [www.saklan.org/auction](http://www.saklan.org/auction) or scan and email to [auction@saklan.org](mailto:auction@saklan.org)*

Dear Community Supporter,

On behalf of the students and families at The Saklan School (a 501c3 non-profit) I am writing to ask you to consider supporting our Annual Auction to be held on March 14th, 2020. The Saklan School is a PK - 8 independent school known for its outstanding academic program along with its mission to challenge students to ***think creatively, act compassionately and live courageously.***

This year we are raising funds to support our financial aid program. Over 25% of our families receive some sort of financial assistance and without additional funding raised by this auction, we would not be able to give so many families exceptional educational opportunities here at Saklan.

*We believe strongly that our programs have the power to help students find more meaning in our world, become more innovative and creative in finding solutions to pressing problems, and give them more courage to express themselves and create change.*

Please consider donating an item or gift certificate and help us make this event a success!

All donations will be used in either our silent or live auction and proceeds go directly to benefit our school and students. Making a tax deductible donation to our auction is a wonderful way to promote your business to our families from all over the East Bay, while also supporting education and the arts in our community.

Simply fill out and return the donation form on the back, or submit online at: [saklan.org/apps/pages/auction](http://saklan.org/apps/pages/auction).

**Donations are requested by February 15th, 2020, but we are happy to accept them anytime until March 1st.**

Please feel free to email us at [doconnell@saklan.org](mailto:doconnell@saklan.org) with any questions or to learn about possible sponsorship opportunities. We appreciate you taking the time to consider supporting our school.

With gratitude,  
David O'Connell  
Head of School  
The Saklan School

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ITEM INFORMATION	
Item Name	
Item Description (Include details to ensure proper understanding of item)	
Est. Value \$	Expiration Date <input type="checkbox"/> One year, 3/15/20 <input type="checkbox"/> None <input type="checkbox"/> Custom
Conditions/restrictions, if any	
DELIVERY INSTRUCTIONS	
<input type="checkbox"/> Item attached <input type="checkbox"/> Item to be delivered on (date) <input type="checkbox"/> Please create gift certificate	
<input type="checkbox"/> Please pick up item on (date)	
DONOR INFORMATION	
Donor Name (As it should appear in auction catalog)	
Street address	
City, state, and zip	
Contact Name (if other than donor)	
Contact Phone or Email	Website
Donor Signature	Date
<b>Thank you!</b>	
The Saklan School   1678 School Street   Moraga CA 94556 <a href="http://saklan.org">saklan.org</a>	