



Annual Auction Donation Form

Business/Donor: _____

Address/City/State/Zip: _____

Contact Person/Title: _____

Phone: _____ Fax: _____

Email Address: _____

Date of Form: _____ Donation for Auction Year (specify which school year): _____

Donating Item(s) (including quantity): _____

Retail Value (per item): _____

Donation Description(s): _____

Special Instructions/Restrictions: _____

_____ Deadline for Pick-up or Usage: _____

Donation Item(s): If applicable, purchaser will present this form or enclosed/attached certificate you have provided in exchange for merchandise/service.

Please check one of the following:

- ☐ This form is my gift certificate ☐ Gift certificate is enclosed/attached

If your donation is a merchandise or a physical item:

- ☐ It can be picked up by (date & time) _____ or delivered to MdTL by (date & time) _____

- ☐ Pick up instructions (including address if applicable): _____

If applicable, please provide print/marketing material(s) (i.e., brochure, flyer, menu, photos, etc.) to help promote your donation. Please make a copy of this form for your own records.

Donor Affiliation:

- ☐ Parent/Student/Staff of MdTL (Name): _____

- ☐ Parent Business ☐ Outside Business/Vendor ☐ Alumni ☐ Faculty/Staff ☐ Student ☐ Other

Thank you for your donation and support of Montessori de Terra Linda, a non-profit 501(c)(3) organization.

Federal Tax ID# 68-0360702. Your charitable contribution is tax deductible to the fullest extent of the law.

For any questions, please call (415) 479-7373 or forward an email to Alice Miller at alice@mdtl.org.

Please return form to the front office at MdTL or by mail to:

MdTL Annual Auction, Attn: Alice Miller

610 Del Ganado Road, San Rafael, CA 94903

610 Del Ganado Road • San Rafael, CA 94903 • 415.479.7373 • Fax 415.479.5394 • www.mdtl.org



Dear Friend of Montessori de Terra Linda,

Montessori de Terra Linda (MdTL) is a local independent school that has delivered an authentic Montessori education to children preschool age through sixth grade. Our unique approach to education fosters a love of learning and life, and we invite you to participate in helping our community continue to enrich our children's educational journey.

This year marks our 28th Annual Spring Fling Auction and Gala, Montessori de Terra Linda's most comprehensive annual fundraising event. Spring Fling is an exciting four-week affair, which kicks off with an innovative online auction and concludes with the main event, our live auction and gala at the Marin Country Club on April 18, 2020.

We are seeking items from donors like you for both our online and live auctions, and in return, your item(s) will receive exposure not only within our community, but to family and friends throughout Marin and beyond.

The deadline for donations is February 1, 2020!

By supporting the Annual Montessori de Terra Linda Auction, you will receive:

- Valuable exposure and repeated visibility for your business through our auction website or our online auction catalog
- Greater interest in your products/services because we're sending out numerous weekly email communications and using other powerful promotional vehicles to encourage our members' participation and support promoting the auction
- Patronage from our dedicated community, families and friends of the school eager to thank supporters of our events.

We ask that you consider making a donation appropriate to your business that will help us raise the needed funds to continue our tradition of excellence in education. Thank you in advance for your kind consideration. For more information on our school and to see the online auction as it evolves, please visit www.mdtl.org.

Sincerely,

MdTL Auction Fundraising Team

Do you have questions? Contact Alice Miller – alice@mdtl.org