

# 60<sup>th</sup> Anniversary Diamond Jubilee

May 7, 2022 - The Ronald Reagan Presidential Library

## Auction Donor Agreement

PLEASE PRINT ALL INFORMATION AND SUBMIT ONE FORM PER DONATION



Donor/Business: \_\_\_\_\_ ☐ Viewpoint Family

*Name as you would like it to appear in the Annual Report.*

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Solicited By: \_\_\_\_\_ Viewpoint School is a 501(c)3 non-profit organization; Tax ID: 95-2242261.

### 1. AUCTION ITEM DESCRIPTION:

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### 2. RESTRICTIONS, CONDITIONS, AND/OR EXPIRATION: \_\_\_\_\_

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### 3. APPROXIMATE DONATION VALUE (Minimum value requested is \$100) \$ \_\_\_\_\_

### 4. DOES THIS ITEM REQUIRE A CERTIFICATE? IF SO

☐ Auction item certificate enclosed

☐ Viewpoint should create a certificate with the following redemption information:

\_\_\_\_\_/\_\_\_\_\_  
Name of Contact                      Contact Phone                      Email of Contact                      Expiration

### 5. MAY WE PACKAGE THIS WITH OTHER ITEMS ☐ Yes ☐ No

### 6. HOW WILL YOU GET THE ITEM TO US?

☐ Donation enclosed/attached ☐ Will deliver to Viewpoint's Advancement Office by \_\_\_\_\_ date.

*We appreciate receiving your auction donations at your earliest convenience to prepare for the ONLINE AUCTION.*

*The deadline to receive all auction items in our office is **Monday, April 11, 2022.***

### 7. I DO NOT HAVE AN AUCTION ITEM but wish to make a tax-deductible cash contribution of \$ \_\_\_\_\_.

*Please make your check payable to Viewpoint School. You will receive an acknowledgment letter to confirm your charitable donation. All donors will be acknowledged in Viewpoint's 2021-22 Annual Report.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send the completed form to  
auction@viewpoint.org or by U.S. Mail to:  
Viewpoint Advancement Office  
23620 Mulholland Highway, Calabasas, CA 91302  
Questions: Trudy Baylock, 818-591-4191

#### For Internal Use

Date Rec'd	Item #(s)	Notes	Item Location
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● **THANK YOU FOR YOUR GENEROSITY!**