



Roseway Heights School Auction
7334 NE Siskiyou
Portland, OR 97213
www.rosewayheights.org

Dear friends of Roseway Heights School,

We are happy to announce our fifth annual auction to be held February 18, 2012! Proceeds from our auction benefit Roseway Heights arts education programs as well as the Portland Schools Foundation Grants program.

Thank you for your generous donation to our auction in the past. We rely on your generosity, and request that you consider making another donation this year. Donated goods and services are tax-deductible, so please donate items early if you would like tax credit for 2011 (our tax ID# is 93-1149789). Hosting special events, such as a themed dinner or party, are often some of our most popular items, and allow you to spend time with other members of our fantastic Roseway community. Please feel free to include business cards or other promotional materials with your donation, and we will gladly display them for you at our event. If needed, we can also arrange to pick up your donations.

If donating a physical item is not a possibility, also consider supporting us by advertising in our auction catalog, or by sponsoring the cost of printing, decorations, our venue, food, or entertainment. Involve your business association, create a matching fund, or challenge another business to a donation competition. There are many ways we can involve you in our mission to bring quality education to Portland Public School students.

All donations must be turned in to our Procurement Committee no later than Friday, February 3. If it is not possible to have the physical item to us by that date, please turn in this donation form right away with that notation, and we will make arrangements to collect your item.

If you have any questions, don't hesitate to contact our Procurement Committee leads: Lauren Tweedale (ltweedale1@comcast.net, 503-281-1728) and Melissa Mulder-Wright (misakay@msn.com, 971-645-9518). Thank you for your consideration.

Sincerely,

Roseway Heights School Auction Committee

ROSEWAY HEIGHTS SCHOOL AUCTION DONATION FORM
 "Supporting an innovative, equitable, and excellent education."

Please return completed form with your donation by FEBRUARY 3, 2012 to:
 Roseway Heights School Auction
 Lauren Tweedale
 7334 NE Siskiyou
 Portland, OR 97213

| | | | |
|---|------------------------|-------|-----------------|
| Donor's Name | | | Donor's Phone |
| Contact Name <i>(if different than above)</i> | | | Contact's Phone |
| Address | City | State | Zip |
| Email Address | Donor's Signature/Date | | |

| Donation Type | Donation Name | Fair Market Value |
|---|---------------|-------------------|
| <input type="checkbox"/> Merchandise | | \$ |
| <input type="checkbox"/> Gift Certificate/Service | | \$ |
| <input type="checkbox"/> Cash or Other | | \$ |

DONATION INFORMATION: *please provide a detailed description of your item for our catalog. Include size, color, brand name, whether item is hand-made, etc. If this is a gift basket or compiled item, please describe the complete contents. For services, include details of any restrictions, limitations, conditions of use or expiration date.*

DETAILS: *please check all that apply and provide information as requested.*

- Donation is enclosed or attached
- Donation will be mailed or delivered to Roseway Heights School separately (before February 3, 2012)
- Please pick up my donation
- Auction committee to produce gift certificate
- I would like information on attending the auction
- I am enclosing promotional materials (describe below)

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 Roseway Heights Auction Donation Receipt Tax ID#: 93-1149789 7334 NE Siskiyou, Portland OR 97213

Item:

Approximate Value: