



# THE HIGHLANDS SCHOOL

## Auction Gala

1451 E. Northgate Drive, Irving, TX 75062 (972) 438-8218 x262  
[www.thehighlandsschool.org](http://www.thehighlandsschool.org)

Item Number: \_\_\_\_\_

For Office Use Only.

### PERSONAL DONATIONS

- Mr.       Dr.       Mrs.       Miss  
 Mr. & Mrs.     Dr. & Mrs.     Mr. & Dr.     Drs.

First Name \_\_\_\_\_ Spouse Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_ Email Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Relationship:     Parent       Friend/Relative       Faculty/Staff     Other

### CORPORATE DONATIONS

Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Company Street Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Website \_\_\_\_\_ Email \_\_\_\_\_

### Gift Certificate (Please complete this section if donation is a gift certificate.)

Gift Certificate Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Retail Value: \$ \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Gift Certificate is:     Attached       Donor will send       Auction Committee will generate

### Gift Item (Please complete this section by describing the item donated.)

Item Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Retail Value: \$ \_\_\_\_\_

Gift Item is:     Attached       Donor will send       Auction Committee will pick up

Donor Signature \_\_\_\_\_

Auction Committee Signature \_\_\_\_\_

Date \_\_\_\_\_

White – Information Systems    Canary – Thank You Committee    Pink – Donor (for your tax records)

In accordance with IRS regulations, The Highlands School is a non-profit institution designated as a 501(c)(3) organization. All donations are deductible as allowed by law. TaxID #061482655.