



SILENT AUCTION DONATION FORM

Please complete this form and make a copy for your records

Donor Information

Name: (Use company name if donation is from a business)	Contact Person: (If donor is a company)
Address:	Website:
Phone:	Email:
Solicitor: (Please provide the name of the Shoreline Cooperative Preschool Family who asked you to donate an item. Or, write "SCP" if you are a past donor who received a solicitation letter/email from SCP.)	

Donation Item Information:

Title:	Value: <i>(If your donation is valued at \$150 or more, we will feature your organization on our auction website)</i>
Description:	
Terms and Conditions: (Please provide any conditions that bidders should be aware of, e.g., expiration dates, number of guests allowed per experience, COVID protocols, etc.)	
Gift Certificates: <input type="checkbox"/> Check here if the donor will provide a gift certificate for your item, service, or experience <input type="checkbox"/> Check here if you would like the Auction Team to create a gift certificate for your item, service or experience	

Please send your donation and this completed form at your earliest convenience, or by **October 15, 2022** to:

Shoreline Co-op Preschool
510 NE 175th Street
Shoreline, WA 98155

For additional information:

Please e-mail auction@shorelinecooperativepreschool.org -or- Contact Amy Morgan at 206.450.3030

SCP Federal Tax ID: 91-0849898

THANK YOU FOR YOUR GENEROUS DONATION!

The Online Silent Auction will be held from Tuesday, November 1, 2022 - Saturday, November 5, 2022
at charityauction.bid/SCP2022

Sponsorship Recognition Structure for Cash Donations

Sponsor Recognition and Special Thanks from SCP	SILVER SPONSOR: \$300-499	GOLD SPONSOR: \$500+
SCP Auction Website: charityauction.bid/SCP2022 Logo (with hyperlink) on homepage and Donor Page	YES	YES
SCP Website: www.shorelinecooperativepreschool.org/ Logo with hyperlink on homepage (lower banner)	YES Oct. 2022 - Jan. 2023	YES Oct. 2022 - May 2023
SCP Facebook page: Logo with hyperlink posted	YES	YES
Special Thanks in SCP digital monthly Newsletter: Newsletter is sent to SCP families	YES Oct. 2022 - Jan. 2023	YES Oct. 2022 - May 2023
Sponsor Responsibilities		
Notify SCP of intent to sponsor	Send confirmation by Oct. 1, 2022 <i>(Complete and sign below)</i>	
Provide monetary donation to SCP	Send donation by Oct. 7, 2022	
Send digital logo to SCP	Send logo by Oct. 7, 2022 Vector files <i>preferred</i> (.ai or .eps files, horizontal & vertical layout options if possible)	

Please Note: Your cash donation is Tax Deductible. SCP is a 501(c)(3) non-profit corporation.

Sponsorship Level Commitment: _____ **SILVER** _____ **GOLD** _____ Dollar Amount: \$ _____
(CIRCLE ONE)

Please check one:

- I acknowledge that I will send my digital logo by Oct. 7, 2022
- Please keep my donation anonymous

Agreed By: _____ Date: _____
Signature of Sponsor