

Spring Benefit Donation Form

The International Preschools

330 East 45th Street, New York NY 10017-3401 • (212) 371-8604



IPS SOLICITORS: Solicitors are those who ask donors for donations. If you solicit yourself for a donation, name yourself as both the solicitor and donor. **Use one form per item** if items are not of equal value; we must know the value of each item since sets of items may be separated and recombined. Give the yellow copy to the donor as a tax receipt. Return the white copy to IPS at the address above or to the Spring Benefit box at your school location. This form can be downloaded at <http://www.ipsnyc.org/springbenefit.html>.

Solicitor's name (print): _____

Phone: _____

IMPORTANT! The "DONOR" is the person or company who bears the cost of the donation and whom we will thank for the contribution. PLEASE PRINT LEGIBLY with a ballpoint pen on a hard surface.

DONOR is a (check one): Individual Company Company owned by IPS family Company employs IPS family member

Donor's full name (company or individual): _____

Contact person's full name: _____

Contact's phone: _____

Mailing address (for thank-you note): _____

City _____

State _____

ZIP _____

Regarding the description of your donation: For **tangible items** include quantity, size, color, new/used condition, whether it is vintage, etc. For **tickets** include number of tickets date, performers, and seat location. For **services** include value or other limit, restrictions any required advance notice, and location. For **restaurants/parties** include location, any required advance notice, value or other limit, and whether tax, tip and alcohol are included. For **getaways/trips/hotels** include location, description, value or other limit, available/black-out dates, any required advance notice, conditions/restrictions, and whether pets are allowed. If photo is available, please submit.

Detailed description of donation: _____

Special restrictions: _____

Value of this donation: \$ _____ .00

Expiration date: _____ / _____ / _____

Donations may be claimed within one year from the date of auction, unless otherwise specified.

Delivery status of the donation (check one):

- This form serves as the voucher that the winning bidder will present to the donor to claim the donation
- The donated item or donor's voucher/gift certificate is submitted with this form
- The donated item or donor's voucher/gift certificate will be sent to the school later

Signature of contact person named above: **X** _____

Thank you for your generous support!

All gifts to The International Preschools are tax deductible to the extent provided by law (Tax ID No. 13-1992640).