



## AUCTION DONATION FORM

The Commonwealth Club | Friday March 21, 2025

Item(s) to be donated: \_\_\_\_\_

Additional Description: \_\_\_\_\_

Value: \_\_\_\_\_

Restrictions (valid day(s)/time(s), expiration date, etc.): \_\_\_\_\_

\*Please send a JPEG image of your item or logo to [claycape@icloud.com](mailto:claycape@icloud.com) by March 1 for use in marketing.

Or you may authorize us to use a copyrighted image from your website. \_\_\_\_\_ (Initial here.)

*Note: While we welcome décor that might enhance a display of your donation, please limit to one item.*

**Please complete in full so we may properly acknowledge your donation:**

Contact Person: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

This donation becomes the property of Riverside School. Donations will be listed in the auction program and we reserve the right to combine items to make a package of enhanced value. **Tax ID # 54-0895408.**

**Please return this form with your donation by Friday, March 1, 2025:**

**Riverside School, Attn: Gala Committee, 2110 McRae Road, Richmond, VA 23235**

For more information contact Clay Caperton Reynolds, [claycape@icloud.com](mailto:claycape@icloud.com) or 874-4254.

**Thank you for your support!**

*Please keep the bottom of this form as a receipt for tax purposes.*

*Riverside School appreciates your donation of \_\_\_\_\_ to the 2025 Event.*

*Your donation will support efforts of the School to enhance community and education for our students and families.*

*The donor values the item at \$ \_\_\_\_\_. The School's tax ID # is 54-0895408.*