



Dear Friend of The College Preparatory School,

Preparations are underway for this year's annual auction fundraiser, *The Secret Garden*!

The College Preparatory School, a nationally ranked high school renowned for its academic rigor and exceptional quality of its teachers, is a long-time leader in education. Our annual event, to be held on March 9, 2019, plays a vital role in our ongoing commitment to deliver educational excellence to a wide range of academically able and talented students. This year, 25% of our student body receives financial aid totaling more than \$2M and our upcoming auction will contribute significantly to our ability to continue to provide this support.

Please help us make our event a huge success by donating an item for auction and/or buying an ad in our auction catalog. Your donation in our online, silent, or live auction will be noticed by our local community of over 500 people who appreciate the opportunity to support our school by bidding on items given by generous local businesses.

DONATE AN AUCTION ITEM: We welcome goods, services, or gift certificates. For your convenience, we have provided a donation form on the reverse side of this letter. Donations can also be made online at our website: <https://college-prep.ejoinme.org/thesecretgarden>.

PURCHASE ADVERTISING SPACE: While all donations will be recognized in the auction catalog, you can also purchase larger ad space for your business. Ad pricing information can be found on our website.

On behalf of our students, parents, and faculty, we thank you for considering our request and for your support.

With sincere appreciation,

College Prep The Secret Garden Parent Volunteer

PS: The College Preparatory School is a 501(c)3 tax-exempt, non-profit organization. Our federal tax ID number is 94-1492272.





College Prep Annual Dinner and Auction Donation Form

**Deadline to be included
in the catalog:
February 4, 2019**

Please fill out this form completely and make a copy for your records.
Your donation may be tax deductible. Check with your tax adviser. Tax ID # 94-1492272.

Completed forms can be faxed to 510.652.6714 or mailed to College Prep • 6100 Broadway • Oakland CA 94618

You can also fill this form out online at <https://college-prep.ejoinme.org/thesecretgarden>

Auction Contact: Cecily Peterson • 510.420.2353 • Cecily@college-prep.org

Donor Information

Name (as it should appear in the catalog)	Phone
Street address	Email
City, State and Zip	Website
Contact Person (if different than donor)	Contact phone or email

Donation Description

Item Name	Fair Market Value (must be stated by donor) \$
Item description for catalog. (Include number of guests, location, quantity, size, number of beds and/or rooms, amenities, etc. to ensure proper understanding of item.)	Donation Procurement
	<input type="checkbox"/> Gift certificate/item is enclosed
	<input type="checkbox"/> Please make a gift certificate from the description
	<input type="checkbox"/> Gift certificate/item will be mailed or delivered
	<input type="checkbox"/> Please arrange a pick-up
Please include any restrictions including exclusions, limitations, special conditions, blackout dates, delivery areas, etc.	Donation Expiration
	<input type="checkbox"/> No Expiration Date
	<input type="checkbox"/> One year from Auction 3/9/20
	<input type="checkbox"/> Custom

Thank You!

The College Preparatory School 6100 Broadway Oakland CA 94618 510.420.2353

For Office Use Only:

Item Category _____ Item # _____ Package # _____