

An Evening under the Stars at College Prep

Dear Friend of The College Preparatory School,

Preparation is underway for the annual College Prep fundraiser! We invite your assistance in making this year's event, to be held March 11, 2017, a huge success by providing an item for auction and/or buying an ad in our auction catalog.

- **DONATE AN AUCTION ITEM:** We welcome goods or gift certificates. Items donated will be part of our silent auction, live auction, or online auction. For your convenience, we have provided a donation form on the reverse side of this letter. Donations can also be made online at: <https://college-prep.ejoinme.org/stars>.
- **PURCHASE ADVERTISING SPACE:** While all donations will be recognized in the auction catalog, you can also purchase larger ad space for your business. Information can be found online at: <https://college-prep.ejoinme.org/stars>.

College Prep, a nationally ranked high school renowned for its academic rigor, caliber of instruction, and exceptional quality of its teachers, is a long-time leader in education. Our annual event, which supports our financial aid program, plays a very important role in Prep's ongoing commitment to deliver educational excellence to a wide range of academically able and talented students.

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

With sincere appreciation,

An Evening *under the Stars* at College Prep

College Prep Auction March 11, 2017

Donation Form

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.

**Deadline for
catalog inclusion:
February 3, 2017**

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/stars>

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	Fair Market Value
Item Name	(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 3/11/18 <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 # _____