



# Donation Acknowledgement

## DONOR INFORMATION

Donations with a value of \$250 or more are recognized in print.

Donor Name (as you want it to appear in print): \_\_\_\_\_

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

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

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

## ITEM INFORMATION

Physical item (all auction items need to be available for display at the event)

Non-Physical item (please attach gift certificate and/or brochure)

Gift item name: \_\_\_\_\_

Gift item description (please specify in full detail – include size, color, model and all restrictions):

Exp. Date (if applicable): \_\_\_\_\_ Donor stated value (an amount is necessary for booking this gift) \$ \_\_\_\_\_

## SOLICITOR INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

If donation is for a specific entry, Designer: \_\_\_\_\_

Entry Number: \_\_\_\_\_

### THANK YOU! Donations may be tax-deductible under IRS Section 501(c)(3).

According to the IRS, a charitable deduction cannot be claimed for the donation of personal services or time. However, we would like to acknowledge all of our generous donors with a thank-you letter.

**Return this form to:** Festival of Trees  
Banner Gateway - Public Relations Office  
1900 N. Higley Rd  
Gilbert, AZ 85234

**Deadline:** This form must be returned to the Festival Committee no later than November 13<sup>th</sup> in order to be included in printed materials. All donations are acknowledged with a thank-you letter (with a tax receipt) by the end of January.