



# ST. EDWARD

For Office  
Use Only

ITEM #

## WINGS AUCTION 2026 DONATION FORM

Note: Please use one form for each item donated.

### I. CONTACT INFORMATION

Donor/Company Name: \_\_\_\_\_

Contact Name (If Donor Is a Company): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

### II. DONATED ITEM INFORMATION

Name of Item Donated: \_\_\_\_\_

Cost, Fair Market Value, or Donor's Estimate of Value (for IRS purposes): \_\_\_\_\_

Describe the item below. Please describe each item fully if your donation contains multiple services or products, and use the reverse side of this page if needed.

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### III. SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS

If you are donating a gift certificate for a service and require St. Edward High School to create the Wings Auction certificate, please include the following information in the gift certificate or in a separate letter:

- The full description of what is included and what is excluded
- The name, email, and phone number of the person to contact for further information
- The complete contact information for you or your company, including name, address, phone, and email
- The expiration date (if applicable) of any goods or services and instructions on how to redeem the item
- Any additional information, such as a photo or brochure

### IV. DELIVERY OPTIONS (PLEASE CHECK ONE)

☐ Enclosed

☐ Drop off the item(s) to St. Edward High School's Development Office by: \_\_\_\_\_

☐ Ship the item(s) to St. Edward High School's Development Office, to arrive by: \_\_\_\_\_

Please return the completed form to Traci Zahn, Executive Development Director, at St. Edward High School or email TZahn@SEHS.net. For further information, contact Traci at (216) 227-2227.

Thank you for your tax-deductible gift. St. Edward High School is a non-profit institution (EIN: 34-0737808), and we sincerely appreciate your contribution. This donation becomes the property of St. Edward High School for sale at an auction or other fundraiser, the proceeds of which directly benefit the students of St. Edward High School.

**Please Return Completed Donation Form By March 9, 2026**

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Committee Solicitor: \_\_\_\_\_