



CATHEDRAL SCHOOL

Winter Gala

# Cathedral Winter Gala Silent Auction Donation Form

Saturday, November 18, 2023 • Park Event Center, Waite Park

Thank you for supporting the 2023 Cathedral Winter Gala! Please submit your auction item with this completed form to the Catholic Community Schools Central Office at 207 7th Ave N St. Cloud, MN 56303.

Check this box if you want this gift to remain anonymous.

### Donor Information

Donor Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

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

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

### Donation Details

Item Title: \_\_\_\_\_

Estimated Value: \$ \_\_\_\_\_ Donor Signature \_\_\_\_\_  
(to verify est. fair market value)

Item Description (please list any restrictions or instructions):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check all that apply:

Item needs to be picked up and will be ready by (date):

Cathedral will need to create a gift certificate using the information above.

Cathedral School is a 501(c)(3) nonprofit organization, Tax I.D. No. 41-0705763. Per IRS regulations, any item valued over \$500 requires the donor to file IRS Form 8283. Any item valued over \$5,000 requires a qualified, certified appraisal of the donation, which must be attached to this form and Form 8283. Contributions of services and partial interest (e.g. use of beach/ski condo) are not deductible charitable contributions. Should you have any questions on the above, please refer to [www.irs.gov](http://www.irs.gov) and consult your tax advisor.



Winter Gala Contact:

Marit Hartjes Ortega '97 | [mortega@catholiccommunityschools.org](mailto:mortega@catholiccommunityschools.org) | 320-257-2121



• CATHEDRAL •  
SCHOOL

*Winter Gala*

# Cathedral Winter Gala

## Silent Auction In-Kind Donation Instructions

---

*Saturday, November 18, 2023 • Park Event Center, Waite Park*

1. A donation form must be completed for every gift, tangible or intangible.
2. Fill in the donor's name, address, and phone number. The donor is the person and/or company actually donating the item. The primary contact is the person who we should address any questions to regarding the donation. Please fill in the donor name, as you would like to see it published and/or acknowledged.
3. To receive proper acknowledgement and a gift receipt, it is very important that the donor name and address are complete and accurate.
4. If you would prefer to have this gift remain anonymous, please check the box at the top of the form.
5. Describe the item or service fully so that we can provide as much information as possible to our bidders.
6. The "estimated fair market value" is the value of the item to the best of your knowledge.
7. The Donor Signature line must be signed to verify "the estimated fair market value" amount was provided by you, the donor. This is important if you intend to deduct this donation for tax purposes.
8. Per IRS regulations, any item valued over \$500 requires the donor to file IRS Form 8283. Any item valued over \$5,000 requires a qualified, certified appraisal of the donation, which must be attached to this form and Form 8283. These requirements are for your tax records.
9. A donation of service or partial interest by the donor cannot be receipted. Examples include: a massage; a consultation; an interior designer painting a living room; frequent flyer miles; use of a beach or ski condo; and/or advertising space.
10. Should you have any questions regarding IRS regulations for tax purposes regarding your donation, please refer to [www.irs.gov](http://www.irs.gov) and consult your tax advisor.



Winter Gala Contact:

Marit Hartjes Ortega '97 | [mortega@catholiccommunityschools.org](mailto:mortega@catholiccommunityschools.org) | 320-257-2121