

814 Santa Barbara Street  
Santa Barbara, CA 93101  
805 965-0228

anacapa@anacapaschool.org  
www.anacapaschool.org

Anacapa School

FOUNDED IN 1981



January 2015

Dear Prospective Auction Donor:

Anacapa School is an independent, accredited, college preparatory school for grades 7-12 located in downtown Santa Barbara. Through academic and experiential learning, we encourage students to integrate critical thinking, creativity, integrity, and compassion in order to develop the potential of each individual in our diverse community.

Each year, Anacapa School holds an auction, the proceeds of which enhance our program and allow us to offer scholarships to deserving students. **We have been awed over the years by the generosity of our local community in supporting this important fund-raising event at our school. We hope that you, too, will consider making a donation.** Anacapa School is a non-profit corporation, and all donations are tax deductible (Tax ID # 95-3651488).

Would you be able to donate an unused item, service, or gift certificate to be auctioned? If so, **please return the donated item and the attached donation form to an Anacapa family or to the school. Auction donations should be turned in to the school as soon as possible. To make their work easier, the auction committee would appreciate having donations by Friday, February 13, but they will be happy to accept donations through Friday, February 27.** If you need to have an auction donation picked up, please indicate that on the donation form. You will be contacted by an auction committee member, who will be happy to make the necessary arrangements.

We sincerely appreciate your consideration and hope you are able to make a donation. We look forward to including your name in the list of donors in this year's auction program as a token of our gratitude.

The auction will be held on our school campus on Sunday afternoon, March 15, 2015. You are invited to attend this family-oriented event; tickets may be purchased online at [www.anacapaschool.org](http://www.anacapaschool.org). For additional information about the auction or about Anacapa School, please contact the school office.

Thank you.

Sincerely,

Gordon Sichi  
Headmaster

**ANACAPA SCHOOL**  
**AUCTION DONATION RECORD** (Please use one sheet per item.)

AUCTION USE ONLY

Category #: \_\_\_\_\_

Item #: \_\_\_\_\_

**ANACAPA FAMILIES:** Please complete the TOP portion of this form and return it to the SCHOOL with the donation.  
Complete the receipt at the BOTTOM and give it to the DONOR.

Donation: \_\_\_\_\_ Value: \$ \_\_\_\_\_

**DESCRIPTION OF ITEM OR SERVICE:** (Be very specific; include ALL restrictions)

Donor Name \_\_\_\_\_ (NOTE: This is the business or individual  
who actually donated—or paid for—the item or service and is entitled to the tax deduction.)

Donor Address: \_\_\_\_\_  
Street City/State Zip

Donor Phone: \_\_\_\_\_ Donor E-Mail: \_\_\_\_\_

Contact Person (if applicable): \_\_\_\_\_

Is this donation a Gift Certificate? Yes \_\_\_ No \_\_\_

If YES: \_\_\_ I am enclosing the gift certificate. (OR) \_\_\_ Please prepare a gift certificate for me.

► For gift certificates, please include a menu, business card, brochure, etc., for use in display.

Is this donation enclosed? Yes \_\_\_ No \_\_\_

IF NO: \_\_\_ I will deliver it by \_\_\_\_\_. (OR) \_\_\_ Please contact me to arrange pickup.

Office use only: Item received \_\_\_\_\_ Data Entered \_\_\_\_\_ Record Completed \_\_\_\_\_

Follow-Up Needed: \_\_\_\_\_

This TOP portion should be RETURNED TO ANACAPA SCHOOL with the donation.  
The receipt BELOW is to be GIVEN TO THE DONOR. Thank you!

**DONOR'S RECEIPT**

Anacapa School   
FOUNDED IN 1961

814 Santa Barbara Street  
Santa Barbara, CA 93101

Thank you for your generosity in donating the following item for the Anacapa School Auction:

**Description of Item:**

Value: \$ \_\_\_\_\_ NOTE: All donations are tax-deductible (Tax ID # 95-3651488). The value is determined by  
the donor. Anacapa School cannot warrant the accuracy of the value for tax purposes.

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

Donor Address: \_\_\_\_\_  
Street City/State Zip

To make the auction committee's work easier, we would appreciate receiving donations,  
if possible, before February 13, BUT we will be happy to accept them through the end of February.  
All auction donations should be turned in to the school office no later than Friday, February 27.

The Auction will be held on our school campus on Sunday, March 15, 2015.

Reservations may be made online ([www.anacapaschool.org](http://www.anacapaschool.org)) or by phone (965-0228).