



The **Long Ridge** School

Auction Solicitation Tips and Guidelines

Thank you for helping The Long Ridge School and the annual benefit—Spring Celebration by soliciting donations and ads. **Auction Solicitation**

Please complete the enclosed Auction Donation Record (ADR) as you approach businesses for donations. Item value and an authorized signature are required to process donations. Remember—local area businesses enjoy the benefit of the publicity that they receive through their donations! Should you need information about the benefit and the school, please see the enclosed “Long Ridge School Fact Sheet.”

Proof of Donation

After the benefit, a thank you letter and a tax receipt will be emailed to all donors. If proof is required at the time of solicitation, please give the owner a copy of the completed ADR.

Gift Certificates

For those businesses that do not provide pre printed certificates, we will be happy to print one to be distributed at the benefit. Please note: we **MUST** have a completed ADR with an authorized signature to print a gift certificate.

Deadlines for Donations

Please turn in all donation forms by **April 17, 2024**. Please help us have as many items as possible featured in the program by meeting this deadline. Having items described in the program dramatically increases their desirability.

Questions—

Feel free to contact **Andrew Damon** (Chair)—andrew.damon@gmail.com, **Sabrina Buckwalter** (Solicitations Chair) - auction@longridgeschool.org, or **Pam Chin** (Director of Advancement) pchin@longridgeschool.org.