



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.

Auction Solicitation

Please complete the attached 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 they receive through their donations! Should you need information about the benefits 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 during solicitation, please give the owner a copy of the completed ADR.

Gift Certificates

For 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 help us have as many items as possible featured in the program by turning in all donation forms by **April 17, 2025**. Having items described in the program dramatically increases their desirability.

Questions—

Feel free to contact:

Sabrina Buckwalter (Co-Chair)—sabrina.buckwalter@gmail.com

Hayate Boujid (Co-Chair)—hayatjandar@icloud.com

Mariane Kis-Balogh (Solicitations)—auction@longridgeschool.org

Pam Chin (Director of Advancement)—pchin@longridgeschool.org