



# ST. MARY'S PREPARATORY

ESTABLISHED 1885 – A PART OF THE ORCHARD LAKE SCHOOLS  
A PRESTIGIOUS CENTER OF CATHOLIC FORMATION, ACADEMIC EXCELLENCE, AND CHAMPIONSHIP ATHLETICS

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3535 INDIAN TRAIL ✕ ORCHARD LAKE, MI ✕ 48324 ✕ (248) 683-0530

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[WWW.STMARYSPREP.COM](http://WWW.STMARYSPREP.COM)

To Our Potential St. Mary's Donor,

This letter is being sent to you on behalf of the parents and young men at St. Mary's Preparatory High School in Orchard Lake, Michigan. Since its founding in Detroit in 1885, St. Mary's focus has been to provide the highest level of education available to our young men as future leaders.

We have been very pleased with the response for the business community and see the interest that the Auction generates for potential customers. The purpose of the Auction is to continue St. Mary's great tradition of helping young men afford private education that they may not have been able to afford alone. In addition, businesses that contribute also are recognized in our Auction brochure provided for St. Mary's parents and attendees.

Our Auction this year will be held on November 7, 2009. Our theme is Winter Wonderland and will prove to be very exciting. Please consider being a part of this amazing opportunity to promote your own business as well as helping our community.

We have a tax identification number available for tax purposes, a three part acquisition form and individuals that are happy to pick up anything you would like to donate.

We thank you for your consideration and generosity in this very worthwhile event.

Sincerely,

St. Mary's Preparatory  
Auction Committee

# ST. MARY'S PREPARATORY



3535 Indian Trail, Orchard Lake, MI 48324  
(248) 683-0530 Phone / (248) 683-1740 Fax

**GIFT  
ACQUISITION  
FORM**

**DONOR'S NAME:** \_\_\_\_\_  
(As to be printed in catalog)

**Donor's Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

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

### Donor Information:

Business/Corporation

Friend of St. Mary's

Parent

Alumni

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**Type of Donation:**  Cash  Item  Service  Other

**Donation Description:** (Please state any special restrictions, dates or conditions)

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

**Value:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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*Student* \_\_\_\_\_ *Son:* \_\_\_\_\_ *Grade:* \_\_\_\_\_

*Parent's Name* \_\_\_\_\_

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

*City:* \_\_\_\_\_ *State:* \_\_\_\_\_ *Zip:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

Please make all donations payable to **St. Mary's Preparatory** and send to address above attention  
**Auction Acquisition Chair.**

Thank you in advance for your support and commitment to St. Mary's Preparatory.

## **DIRECTIONS IN FILLING OUT THE ACQUISITION FORMS**

**Donor Information:** Donor section contains complete and accurate mailing and contact information of the person or business donating cash, service, item or other.

1. This information is used to properly acknowledge individual and business donors in publications.
2. Also, this information is used to generate Statement of Donation forms for tax purposes following the auction.
3. It is important to fill out the entire donor section including name, address and phone number.
4. Sometimes the donor is the family attending OLSM and this section still needs to be filled out in its entirety.

**Donation Description:** Please state any special restrictions, dates or conditions.

1. If more than one item is being donated just list each item along with the value next to the appropriate item. For example: one Christmas Platter -\$25
2. Identify expiration dates and/or any other conditions next to each item.
3. Total all the individual values and place in the space stating Value:\_\_\_\_\_
4. A signature is requested.

**Student/ Parents Name Section:** – This is also known as the solicitor information on the form.

1. We use the student's name to track donations for the purpose of the class competition.
2. More importantly, the students name is used to determine PIP hours earned by a family based on the value of their donations. If the solicitor and donor are the same, please be sure to complete the student name and grade in this section of the form (the address does not need to be repeated.)
3. There is a mandatory of at least 10 PIP hours per family. You get one PIP hour for every \$25.

**\*\*ALL INFORMATION ON THE FORM IS PLACED INTO THE ACUTION  
DATABASE FOR TAX PURPOSES, PIP HOUR CREDITS AND  
APPRECIATION LETTERS \*\***

**\*\*THE ENTIRE FORM NEEDS TO BE FILLED OUT IN DETAIL \*\***