



## Message to DMBB Donation Volunteers

Thank you in advance for your help in soliciting donations for this year's **DMBB Silent Auction** which will be held in conjunction with an Evening of Music on April 1, 2016.

All band and orchestra families are asked to help obtain donations from local businesses or provide a donation for the event. Several families may pool together to purchase an item for the auction. Please ask all your contacts, friends and local merchants for their support this year.

Some ideal items to ask for are rounds of golf, hotel stays, movie tickets, restaurant gift certificates, themed baskets combining smaller items, hair/nail gift certificates and consumer electronic products (game consoles, mp3 players, digital camera etc..).

For individuals in the service industry, such as real estate or financial services, please suggest a monetary donation that we may use to purchase something on their behalf or they may donate a retail consumer item (such as an iPad, game console etc..) which would provide the donor with an advertising opportunity at the Silent Auction. They may provide us with table-top signage and business cards to be placed with their auction item.

Please find below a few forms/letters that will aid you in the process of soliciting:

1. Page 2 below is a helpful form for you to leave with someone that allows you to provide them your contact info and instructions for picking up an item.
2. Page 3 explains who DMBB is and the purpose for the donation request.
3. Page 4 captures the Donor's information and information regarding the donation. ***Please note that the contact name/email address is very important for DMBB to send thank you notes and keep a mailing list current. Also, please fill in the market value and any restrictions like expirations- especially on gift cards.***
4. Page 4 (bottom half) also acts as a receipt for you to give to the donor. Again, the value of the donation is up to the donor to provide. You may sign this receipt on behalf of DMBB.
5. Some donors want a copy of our 501 (c) 3 Letter of Determination that contains DMBB's 501 (c) status and EIN number. This can be found on the fundraising tab on our website at <http://www.dmhsband.org/fundraising.html>.

Any questions, please contact Diane DuVall at 480-247-9488 or [dianemduvall@gmail.com](mailto:dianemduvall@gmail.com).  
Thank you again!



Hello!

My name is: \_\_\_\_\_

I am soliciting donations for Desert Mountain Band Boosters for our annual Silent Auction to be held April 1, 2016. Please reference attached letter describing our organization, our Silent Auction fundraiser and how you may help.

If you would like to make a donation to our organization, please feel free to:

1. Contact me directly for questions or pick-up at:

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Or

2. Mail directly to:

Desert Mountain Band Boosters  
Attn: Michelle Irvin - Silent Auction Donation  
Desert Mountain High School  
12575 E Via Linda  
Scottsdale, AZ 85259



Desert Mountain Band Boosters, a 501 (c) 3 nonprofit, is an organization with the sole purpose of providing support to all musical instrument band and orchestra course programs at Desert Mountain High School. These music courses could not continue to provide the same level of educational opportunities without the support of the Boosters organization. Some of the ways Boosters support these programs are:

- Purchase and repair of instruments
- Supplemental instruction assistance
- Cleaning, repairing, and replacing of Concert & Marching Band uniforms
- Purchase musical selections for all band and orchestra groups
- Transportation of instruments to festivals and competitions
- Scholarship monies to assist students in need of financial aid

Community support is vital to the success of our organization. Among our fundraisers is a Silent Auction which is held in conjunction with “An Evening of Music” Jazz musical performance. This year it will be held on April 1, 2016. We are reaching out to you and your business to see if you would be interested in donating items or services for us to auction at this event. We are happy to set up a display to accompany your donation and promote your business at the auction. Your donation is tax deductible – The Desert Mountain Band Boosters tax ID is # 04-3683722.

On behalf of the Desert Mountain Band Boosters, thank you for your consideration. We would be happy to pick up any donation, or you can mail them to the address below.

Sincerely,

Diane Duvall,

Donation Chair, Desert Mountain Band Boosters

480-247-9488 or [dianemduvall@gmail.com](mailto:dianemduvall@gmail.com)

*Mail Donation to:* Desert Mountain Band Boosters

Attn: Michelle Irvin - Silent Auction Donation

Desert Mountain High School

12575 E Via Linda

Scottsdale, AZ 85259

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**DESERT MOUNTAIN BAND BOOSTERS**  
12575 E. Via Linda, Scottsdale, AZ 85259

[www.dmhsband.org](http://www.dmhsband.org)

Desert Mountain Band Boosters is recognized as a nonprofit 501 (c) 3 organization by the IRS.  
Tax Identification Number: 04-3683722



Donor: Please return the completed top portion of this form with your donation. Keep the bottom portion of this form as your tax receipt.

Donor's Organization/Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Description of Donated Item/Service: \_\_\_\_\_

\_\_\_\_\_

Restrictions, limits, or expiration date on donation (if applicable): \_\_\_\_\_

\_\_\_\_\_

Market Value: \_\_\_\_\_

Donor's Signature: \_\_\_\_\_

----- PLEASE KEEP THE PORTION BELOW AS YOUR TAX RECEIPT-----

## Donor's Donation Receipt

Desert Mountain Band Boosters acknowledge, with thanks, the receipt of

\_\_\_\_\_

\_\_\_\_\_

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

Value of Donation: \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_