

**HIGHLAND PARK / PARTNERS IN EDUCATION
2006-2007 CONTRIBUTION FORM**

This form is to be filled out by all parents/ teachers/ staff that solicit a donation to Highland Park. We want to appropriately thank our donors and spread out our requests among our Partners so we do not use the same ones over and over. However, we can't do that without keeping an accurate PIE database of all donations. Thank You!

Date:

Your Name:

Your Phone AND Email:

Which HP PTA Committee/Grade Level/ Event is receiving the donation?

Have you sent a Thank You note AND on what date (approx.):

PARTNER INFORMATION

Name of Business or Individual:

If Business, Contact Person AND Contact's Title:

Mailing Address, including zip code (*also include street address if it's different*):

Phone AND Fax, if applicable:

Email AND Website, if applicable:

Contribution Category: _____ Monetary _____ Gift-In-Kind _____ Time

Is Donor a HP Parent/Grandparent/Relative?

Full Description of Donation (*please include what they gave/did, date, etc.*)

Estimated Dollar Value (*if you don't know, please ask business*):

Any additional info for HP's database & ways they could help HP in the future:

Is there anyone you asked for this request that said "No"? Should we try again later for other needs or not ask them again?

Please return your completed form to the PIE box in PTA workroom.
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