



Dear Business Manager:

We invite you to consider donating an auction item for our annual Gala on Saturday, February 3rd, 2024, at 6:00pm at the Marriott in Hoffman Estates, IL. This annual Gala brings over 300 of our supporters for a night to benefit the students and families of Harvest Christian Academy. This year will be our 20<sup>th</sup> Anniversary Celebration.

Harvest Christian Academy is a private, Preschool-Grade 12 school located in Elgin, IL. We are working with a group of parents and volunteers who act upon the belief that parental and community involvement in the schools improves the education their children receive. We are looking to raise the money needed to enhance our curriculum, provide literary and art-based programs, and replace equipment, enriching every student's HCA experience. ***Your generosity enables us to raise the funds needed to support these efforts.***

How can you help?

Silent and Live Auctions: We would sincerely appreciate it if you would donate a product or gift card from your business to be featured in our auction. For your convenience, we will gratefully accept your donation in two ways:

1. Complete and send in the attached Donation Form with your contribution to Harvest Christian Academy Attention: Jennie Labib, 1000 N Randall Road, Elgin, IL 60123  
(or)
2. Contact us at [jlabib@harvestchristianacademy.org](mailto:jlabib@harvestchristianacademy.org) to arrange for a volunteer to pick up your donation.

Any donations received before January 23, 2024, will ensure your business recognition in our program. Thank you in advance for your support of Harvest Christian Academy and for helping us to make this an extraordinary event. If you have any questions about the event, please contact Gala Chair, Jennie Labib, at [jlabib@harvestchristianacademy.org](mailto:jlabib@harvestchristianacademy.org). Thank you for all you do in our community - it does indeed take a village.

Thank you for your consideration.

Sincerely,

Jennie Labib

Advancement Lead

1000 N Randall Rd

Elgin, IL 60123

847-214-3500

[jlabib@harvestchristianacademy.org](mailto:jlabib@harvestchristianacademy.org)

Tax I.D. #E99727609

**AN EMAIL CONFIRMING INTENT TO PARTICIPATE IS APPRECIATED AND ASSISTS IN MARKETING PREPARATIONS. ALL DONATIONS CAN BE SHIPPED TO THE ADDRESS ABOVE OR WE WILL GRATEFULLY MAKE LOCAL PICK-UPS.**

# Harvest Christian Academy 2024 Auction Donation Form

Please complete this form to donate items for the 2024 Harvest Christian Academy Silent Auction.  
Return the top portion and your donation to HCA or a member of the Gala Committee.

**THANK YOU FOR YOUR GENEROUS CONTRIBUTION!**

## 1. Donor Information

Donor/Business/Family Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

List Donation as *Anonymous*? Yes \_\_\_\_\_ No \_\_\_\_\_

## 2. Item Information

### **Item Name**

**Description:** Please provide a detailed description, including specifications, dimensions, manufacturer, expiration, etc. (All gift certificates will expire one year from the Auction Date unless otherwise indicated.)

☐ Item/Service Value \$ \_\_\_\_\_ ☐ Cash Donation \$ \_\_\_\_\_ ☐ Gift Certificate \$ \_\_\_\_\_

## 3. Donor Signature \_\_\_\_\_

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

## 4. PLEASE CHECK THE APPROPRIATE BOXES BELOW:

- ☐ A donor check or gift certificate is attached/enclosed.
- ☐ Item delivered on \_\_\_\_\_
- ☐ Item delivery is pending. Estimated arrival date: \_\_\_\_\_
- ☐ Harvest Christian Academy should provide a certificate to the winner for an item/service on the evening of the Auction.

**PLEASE RETURN ABOVE COMPLETED FORM AND DONATION TO:**

**Harvest Christian Academy, Attention: Jennie Labib**

**1000 N Randall Rd., Elgin, IL 60123**

**FOR QUESTIONS, PLEASE CONTACT: [jlabib@harvestchristianacademy.org](mailto:jlabib@harvestchristianacademy.org)**

**OR**

**847.214.3500**

CONTRIBUTIONS ARE DEDUCTIBLE FOR INCOME TAX PURPOSES.

HARVEST CHRISTIAN ACADEMY FEDERAL I.D. NUMBER 36-3590027, TAX EXEMPT NUMBER E99727609

A letter of acknowledgment of your donation will be sent following the live event.