



Dear Business Manager:

We invite you to consider donating an auction item for our annual Gala on Saturday, February 1st, 2025, at 6:00 pm at the Stonegate Banquet Centre in Hoffman Estates, IL. This annual Gala brings over 250 of our supporters for a night to benefit the students and families of Harvest Christian Academy.

Harvest Christian Academy is a private, Preschool-Grade 12 school 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 school 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, to arrange for a volunteer to pick up your donation.

Any donations received 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 Jennie Labib, at 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

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 2025 Auction Donation Form

Please complete this form to donate items for the 2025 Harvest Christian Academy Silent Auction.
Return the top portion and your donation to Jennie Labib at jlabib@harvestchristianacademy.org

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

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.