



YogaDay Keene

January 31, 2010

At HCS on Marlboro Street

RE: Donations for Silent Auction

Dear Ones,

Thank you for helping to solicit donations for the Silent Auction to be held at YogaDay Keene on Sunday, January 31, 2010.

One idea is to announce in your classes that we are seeking donations from local companies and individuals. If anyone would like to donate an item or service, they can bring it into you. You can then get it to Aubry Koehler before January 10.

- 1) Announce that you are soliciting donations for the silent auction.
- 2) Fill in DONATION RECORD FORM as you receive donations.
- 3) Get donations to Aubry Koehler by January 10, 2009

Donations are tax deductible if people ask and they will receive a thank you letter after the event that can be used as a receipt of donation.

All money raised from the auction will go directly to the HCS Hospice Program, which serves the towns around Keene, NH.

Please record all donation information on the **DONATION RECORD FORM**. It is very important to fill in all the information.

If there are any questions you or anyone interested can contact Aubry Koehler about the silent auction.

Contact: Aubry Koehler: 413-335-4219.

Email: ankoehle@gmail.com

Kindest Regards,

Bryan Russell

Aubry Koehler



DONATION RECORD FORM

Donations for the Silent Auction at YogaDay Keene, January 31, 2010 at HCS.
Please record all donations with complete information.
Questions? Contact Aubry Koehler: 413-335-4219 ankoehle@gmail.com
www.keeneonyoga.com/yogaday for more information

Item/Service Name: _____

Retail Value: \$ _____ Date Donated: ____/____/20__

Company/Individual Name: _____

Address: _____

Town: _____ State: _____ Zip: _____

Email: _____

Tel: _____ Website (optional): _____

Contact Person (if different from above): _____

Contact Email (if different than above): _____

Item/Service Name: _____

Retail Value: \$ _____ Date Donated: ____/____/20__

Company/Individual Name: _____

Address: _____

Town: _____ State: _____ Zip: _____

Email: _____

Tel: _____ Website (optional): _____

Contact Person (if different from above): _____

Contact Email (if different than above): _____

Item/Service Name: _____

Retail Value: \$ _____ Date Donated: ____/____/20__

Company/Individual Name: _____

Address: _____

Town: _____ State: _____ Zip: _____

Email: _____

Tel: _____ Website (optional): _____

Contact Person (if different from above): _____

Contact Email (if different than above): _____