

# DONATION REGISTRATION

## Divine Child Elementary School



### Step One **Locate Item/s of Value**

These items are ones that would typically sell for a minimum of \$20 or more. For ideas visit the P12B website at [www.project12baskets.com](http://www.project12baskets.com) and click on "Current Hot List" and also "View Current Auctions."

### Step Two **Register Your Item/s**

The preferred and easiest method is online at [www.project12baskets.com](http://www.project12baskets.com). Once you're at the homepage, click on the icon that says "Donate an Item." It will load a simple registration form that you can fill out. After you complete and submit the form you will receive a reply e-mail with further information. Once the item is physically received and registered, you will get an electronic notification that will guide you in setting up a username and password for access to your own Donor Dashboard. From your personal dashboard you will be able to track your item/s throughout the total donation and selling process.

The second method is to fill out the form below and drop off at the grade school or rectory office.

First name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Email \_\_\_\_\_ Primary Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*Please list and briefly describe the items you are donating below.*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

### Step Three **Donate Your Item**

Unless you hear from a P12B representative within a week, your item is accepted for donation. If you are donating a large item (furniture, exercise equipment or major appliance) you can schedule a truck pick-up by calling the P12B Scheduling Coordinator at 248-844-9855 extension 302.

If you are donating a small item you can drop it off at the grade school office or the rectory office.

Once your item has sold and has been shipped or picked up from the P12B Collection Center, you will receive an e-mail that allows you to download a Thank You letter that will list exactly what you donated and its selling price. This letter can be printed and used for tax purposes. If you have not given an e-mail address, you will need to contact the organization directly to get your receipt.



*Donated items include just about anything that has monetary value. Here are some ideas.*

**Cars and other Vehicles • Antiques  
Sporting Goods • Working Power Tools  
Furniture • Fitness Equipment  
Video Games • Laptop Computers  
Home, Personal and Business Electronics  
Vintage Toys and Dolls • Cameras  
Musical Instruments • Appliances  
Costume and Vintage Jewelry  
and much, much more**



**Businesses of all sizes** are donating depreciated equipment, excess inventory, unneeded furniture, recyclable materials and more.

**Legacy Estate Sales** is helping families clear or downsize a residence.

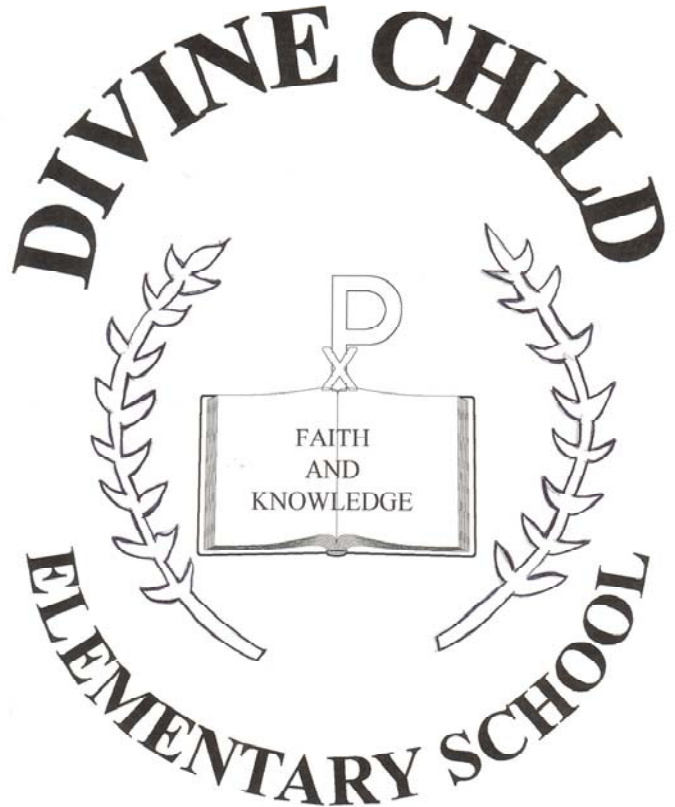
**Find out more by contacting**  
1.877.448.7122  
[www.project12baskets.com](http://www.project12baskets.com)



# HELP US TURN ITEMS INTO DOLLARS!

Donate Generously *without* Giving Money

**Our** partnership with Project12Baskets provides us a unique marketplace exchange that takes used items of value and turns them into dollars. By connecting to a variety of public auction sites and resale specialists, the P12B staff supported system optimizes the monetary value of each tax-deductible donation and creates a *new currency* for worthwhile causes.



Thank you for your continued efforts to help Divine Child Church and Schools prosper and grow.