



YogaDay Keene

January 30, 2011

At HCS on Marlboro Street

RE: Donations for Silent Auction

Dear Ones,

Thank you for helping to collect donations for the Silent Auction for YogaDay Keene on Sunday, January 30, 2011.

One idea is to announce in your classes that we are seeking donations of products or services from local people and companies. If anyone would like to donate an item or service, they can bring it into you. You can then record that donation and get it to Aubry Koehler before January 10, 2011.

- 1) Announce that you are collecting donations for the silent auction.
- 2) Fill in **Donation Record Form** (see next page) as you receive donations.
- 3) Get donations to Aubry Koehler by January 10, 2011

Donations are tax deductible if people ask, and donors 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 Keene, NH, and surrounding towns.

Please record all donation information on the **Donation Record Form**. It is very important to fill in all the information clearly and completely.

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](mailto:ankoehle@gmail.com)

Kindest Regards,

Bryan Russell

Aubry Koehler



## DONATION RECORD FORM

Donations for the Silent Auction at YogaDay Keene, January 30, 2011 at HCS.  
Please record all donations with complete information.  
Questions? Contact Aubry Koehler: 413-335-4219 [ankoehle@gmail.com](mailto:ankoehle@gmail.com)  
[www.keeneonyoga.com/yogaday](http://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): \_\_\_\_\_

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