

City College of San Francisco

50 Phelan Avenue, Box E-104, San Francisco, CA 94112

Telephone: (415) 239-3680

www.ccsf.edu/gsale-fleamarket

FORM FOR DONATION OF GOODS TO THE OCTOBER 24, 2009 GARAGE SALE

Please mail or fax completed form to:

The Foundation of City College

50 Phelan Avenue, S193

San Francisco, CA 94112

Fax: (415) 239-3558

DONOR INFORMATION

Name: _____

Name of Business (if business donation): _____

Address (Street, City, Zip): _____

Day Phone: () _____

Cell: () _____

Email: _____

WHAT TO DONATE

Items that sell well at garage sales:

- Clean Clothing (especially children's clothes)
- Tools & Power Tools (saws, drills, sanders)
- Sporting Equipment (golf clubs, workout equipment, skates)
- Bicycles (especially ones ready to ride)
- Electronics (stereos, computers, clocks)
- Toys & Games (not broken)
- Furniture (chairs, tables, beds. See restriction below on large items)
- Books (especially children's books)
- Gardening Equipment, Flower Pots
- Jewelry
- CDs, DVDs, computer games
- Clean Linens, Wall hangings, quilts, bedding
- Shoes & Boots (in new or excellent condition)
- Glassware, Dishes, Cookware & Utensils
- Appliances (See restriction below on large items)
- Picture Frames

Items that City College cannot accept include (but are not limited to):

- Any type of legal or illegal drugs, drug paraphernalia, tobacco products
- Weapons including firearms, knives, ammunition, explosive devices
- Pets or any other live animals
- Videos or cassettes which are pirated, dubbed, or in any violation of copyright law
- Pornographic materials
- Motor vehicles or parts
- Items that by sale, possession, or use are in violation of College, city, county, state, or Federal laws and any items that are misrepresented by the seller in any way.
- Paint or other toxic/combustible materials
- Food products
- Large furniture or appliances without prior written permission

DESCRIPTION OF ITEM DONATED (including any known flaws, imperfections, and working condition)

Please use a separate form for each item (except for items in sets)

• Estimated value: \$ _____ • Suggested sales price: \$ _____

DELIVERY INSTRUCTIONS

Items can be delivered to the CCSF Recycling Center (Directions: From San Francisco, Take 280 South; Exit Ocean Avenue; Keep to your Right; Merge on to Ocean Avenue; Make a Right at the first traffic light; and proceed to the Staff Parking area adjacent to Havelock Street) between 8:00 A.M. and 5:00 P.M. on Friday, October 9th and between 9:00 A.M. and 2:00 P.M. Saturday, October 10th and between 9:00 A.M. and 5:00 P.M. Friday, October 16th and between 9:00 A.M. and 3:00 P.M. Saturday, October 17th. If you have questions, please call (415) 239-3680. In highly limited circumstances, it may be possible to deliver items at another time or to make other arrangements for transfer of the goods.

CERTIFICATION

I am donating the listed item to the Foundation of City College of San Francisco for sale at the October 24, 2009 Garage Sale. I understand that proceeds from the sale of my donated items will be used to restore classes and counseling hours during the Spring 2010 term. I relinquish any claims either to the items once they are donated or to the proceeds from their sale. City College of San Francisco reserves the right to refuse any donated goods or to require the donor to retrieve them should they have been misrepresented. Should the item not sell at the event, City College of San Francisco will dispose of it in the manner it chooses.

I guarantee that the item I am donating is my property and is not stolen merchandise.

NAME (typed or printed)	TITLE
SIGNATURE	DATE

Monetary Donations:

• Enclosed in a check or money order is \$ _____ payable to the Foundation of City College of San Francisco. I understand the Foundation will provide me with a written receipt for this contribution to help restore classes at City College.

Please note: The IRS requires, for our records and yours, that an estimation of the dollar amount of a non-cash contribution be given. IRS publication 563, *Determining the Value of Donated Property* is helpful for individuals, partnerships, and corporations who make non-cash contributions. If a non-cash contribution exceeds \$500, the taxpayer must file IRS Form 8283.