



### Donation Information Form

**Thank you for making each day brighter for the women and children in our care!** Please take a moment to complete this form so we can best direct your donation and acknowledge your generosity.

**DONOR INFORMATION**

Today's date: \_\_\_\_\_

Donor or contact person's name: \_\_\_\_\_

Donor company or group: \_\_\_\_\_

Donor phone number: \_\_\_\_\_

Donor mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_

Optional—for acknowledgement via social media: Donor's Facebook page \_\_\_\_\_

Twitter account: \_\_\_\_\_ Instagram: \_\_\_\_\_

Brief description of donation: \_\_\_\_\_

Donation amount \$ \_\_\_\_\_ (only if donation is monetary)

Check here to receive a tax deductible receipt for your financial donation.

Is this gift designated to a particular program and/or client group (e.g., "children in IJS")?

Yes. Details: \_\_\_\_\_

No. Use where most needed.

Any other relevant details: \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY STAFF**

Staff completing this form: \_\_\_\_\_

Delivery date and location: \_\_\_\_\_

Delivery received by: \_\_\_\_\_

Thank you: Sent on what date? \_\_\_\_\_ by whom? \_\_\_\_\_

**NOTES TO STAFF:**

- To help streamline Christmas donor communication, please forward as many Christmas donation inquiries as possible to Kendall, ext. 155.
- When that is not feasible or practical, encourage donors to complete this form and bring it in with their gift. Or use this form yourself to gather information about the donor and donation, and then give a copy of this form to Angela for in-kind donations, Yvette for monetary donations, and Julie for sponsorship.
- Remember that we will want to appropriately thank donors, usually by mail; email addresses are also very helpful for follow-up.
- All donations must be delivered to the McIntyre Street location.

Thank you for helping build positive relationships with our donors!