# Donation Form

Records the gift, the fund and the receipt details. Payment is taken separately in our secure payment page or by check.

ORGANISATION

DATE

> This form records your pledge only. Please do not enter card or bank details here; we will send you to our secure payment page, or confirm where to mail a check.

> For organizations using this template: check your receipt and recognition wording with your accountant or adviser, since acknowledgment rules depend on the gift and on what the donor receives in return.

## Donor details

FULL NAME

GIVING FOR A COMPANY OR GROUP? ITS NAME

PHONE

EMAIL

MAILING ADDRESS FOR YOUR RECEIPT

CITY

STATE

ZIP CODE

## Your gift

AMOUNT

- [ ] $25
- [ ] $50
- [ ] $100
- [ ] $250
- [ ] Other amount

OTHER AMOUNT

HOW OFTEN?

- [ ] One time
- [ ] Monthly
- [ ] Quarterly
- [ ] Yearly

WHERE SHOULD IT GO?

- [ ] Where it is needed most
- [ ] A specific program or fund

PROGRAM OR FUND NAME

HOW WILL YOU PAY?

- [ ] Secure online payment page
- [ ] Check by mail
- [ ] Bank transfer
- [ ] Through my employer giving program

## In honor or memory (optional)

THIS GIFT IS

- [ ] In honor of someone
- [ ] In memory of someone

THEIR NAME

WHO SHOULD WE TELL, AND HOW?

## Recognition and updates

HOW SHOULD WE LIST YOUR NAME?

- [ ] As written above
- [ ] A different name
- [ ] Anonymous

NAME TO LIST, IF DIFFERENT

DOES YOUR EMPLOYER MATCH GIFTS?

- [ ] Yes
- [ ] No
- [ ] Not sure

EMPLOYER NAME

KEEP ME UPDATED BY

- [ ] Email newsletter
- [ ] Mailed updates
- [ ] Event invitations