



# Donation Form

The purpose of this form is to document offline donations to troops/service units whether gift-in-kind, sponsorship, or other, so we may acknowledge their gift and provide appropriate donor recognition.

## Donor Information (Please print legibly)

Name of Donor or Contact Person \_\_\_\_\_ Company Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

## Donor Type\*

- Sponsorship (cash donation, volunteer hours)
- Gift-in-Kind (equipment, program supplies, meeting space, gift cards, in lieu of a cash gift)
- Fundraising (cash gift as a result of direct solicitation of org, business, or individual)
- Cause-related Marketing (i.e. a pizza place donates a portion of night's proceeds)

**Donation Date:** \_\_\_\_\_ **Donation Item:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**The value I have assigned to this gift is \$** \_\_\_\_\_ *\* Gifts Valued at \$100+ will be included in the Annual Report*

## Donor Signature

## Submitter's Information (if above was not completed by Donor)

Name of Submitter \_\_\_\_\_ Company Name (if applicable) \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

## What is the submitter's relationship to the donor?

Check one:  Family  Friend  Community Relationship  Self

Return completed form to Fund Development Alameda Office: 1650 Harbor Bay Pkwy., Suite 100, Alameda, CA 94502. For questions, contact Samantha Seals-Martin at (510) 562-8470 ext. 1510.

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| <i>For Fund Development Use Only</i> |      |              |
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| Notes                                |      |              |