



# Offline 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: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ 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): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## 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 Katherine Adcox at (510) 562-8470 ext. 1505.

<i>For Fund Development Use Only</i>		
Received by	Date	Project Code
Notes		