

# Symphony Guild Donation Form

EVENT:

DATE:

Committee:

Committee Chair:

SGC Volunteer:

Telephone:

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DONOR'S INFORMATION\*:

Company:

Contact:

E-mail:

Website:

Business Address:

Telephone (w):

Home Address:

Telephone (h):

\*Please attach a business card if available.

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DESCRIPTION OF DONATION:

ESTIMATED VALUE:

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RECOGNITION OF DONATION:

Type:

Date:

SGC Person Responsible:

DECLINED CONTRIBUTION:

- € Please contact next year
- € Do not approach again
- € Already donated – Describe donation

Notes:

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BENEFITS COORDINATOR COMPLETES THIS SECTION:

Tax Letter Required?

Tax Letter Sent - date

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Send via email to all noted: Benefits Coordinator, Event Chair, Symphony Guild Treasurer, and your Committee Chair

# Symphony Guild Donation Form

## Instructions:

Event – Fundraiser or other event

Date – Date form completed

Committee – Committee soliciting the donation

Committee Chair – This person is either the actual Committee Chair or could be the Area Vice Chairman or Area Vice President for the event.

SGC Volunteer - Symphony Guild Volunteer completing form

Telephone – Telephone number of SG volunteer

Description of donation – Describe donation

Estimated Value – Value that DONOR places on donation

Recognition of Donation – Type – Input in space below the word “Type”. Could be recognition in program, invitation, etc. A committee member should always write a thank you note to the donor.

Recognition Date – Tab over to start typing under the “date” field. Date the information sent to editor of program, invitation, the thank you note written, etc.

Person Responsible – Tab over to start typing under the “Person Responsible” field. Person responsible for ensuring the recognition type is done

Declined Contribution – If SG Volunteer contacted someone for a donation and was declined, note here

Declined Contribution Notes – Give any details regarding why the request was denied

Benefits coordinator completes – Notes whether a tax letter is required; and, if so, date sent

Send to: It is critical that the form be sent as noted as quickly as possible after donation is received so that any deadlines for publication of programs, invitations, etc. can be met. The form should be sent to those serving on the specific event noted at the top of the form. If you do not know, ask your committee chair.