



## Donation Form

Event:	
Date:	
Committee:	
Committee Chair:	
SGC Volunteer:	
Telephone:	

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### DONOR INFORMATION\*

Company:	
Contact:	
Email:	
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:	

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### DECLINED CONTRIBUTION:

- Please contact next year
- Do not approach again
- Already donated

NOTES:

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BENEFITS COORDINATOR TO COMPLETE THIS SECTION

Tax Letter Required:	
Date Tax Letter Sent:	

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



## **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: Could be recognition in program, invitation, etc. A committee member should always write a thank you note to the donor

**Recognition Date** – Date the information sent to editor of program, invitation, the thank you note written, etc.

**Person Responsible** – Person responsible for ensuring the recognition type is done

**Declined Contribution** – If SGC 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 Section** – 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