



# THE PHOENIX

RISE | RECOVER | LIVE

## **DONATION FORMS EXPLAINED**

It's important to have Donation Forms on hand for your event for anyone who donates items or donates via check. This is our way of tracking their donation for tax purposes. You can download our donation receipt in the fundraiser toolkit.

### **WHEN TO USE A DONATION FORM:**

When someone donates to your campaign via check:

- Make sure that your donors make checks payable to THE PHOENIX and fill out all the information on the Donation Form.
- Be sure to include the name of your Fundraising Page, so that we can attribute those funds to your campaign. Once we receive this information and the check, we will mail out a Donation Receipt to the Donor.
- If you consolidate funds from multiple donors into one check donation, a donation receipt will be sent to whomever the check came from.
- When someone donates items to your event they may be tax deductible (prizes, raffle items, etc.) as in in-kind donation. Make sure to include an itemized list for all donated goods and the Estimated Fair Market Value for each item.

### **WHEN NOT TO USE A DONATION FORM:**

When someone donates directly to your online fundraising page. When they enter their email during the online transaction a receipt will automatically be generated and sent to them.

Cash donations.:

- We cannot give donation receipts for cash donations.
- DO NOT mail us cash.
- If your event generates cash that needs to be deposited and applied to your fundraising total, please submit this through online donation to your fundraising page OR mail in a check.

**THANK YOU FOR SUPPORTING THE PHOENIX**



Your contribution is tax deductible to the fullest extent of the law.

**Team Name** (if applicable): \_\_\_\_\_ **Date:** \_\_\_\_\_

**Donor Name:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Name of Fundraiser (if applicable)** \_\_\_\_\_

**Check #:** \_\_\_\_\_

**If donated goods:**

<b>Item Description</b> (color, size, material, time available)	<b>Estimated Fair Market Value \$</b>