



THE PHOENIX

RISE | RECOVER | LIVE

HOW, WHY, AND WHEN TO USE A DONATION FORM

The attached Donation Form must be filled out when anyone donates items to a P2P fundraising event or donates to a P2P fundraising event via check, rather than donating electronically with a credit or debit card. Completed and submitted Donation Forms allow us to track these types of donations for tax purposes.

Donations Forms are attached below and are available for download in the fundraiser toolkit.

WHEN TO USE A DONATION FORM:

1. When someone donates to your campaign via **check**:
 - Make sure that your donors make checks payable to THE PHOENIX and that they fill out all the information on the Donation Form.
 - Be sure to include your Fundraising Page name, so that we can attribute those funds to your campaign. Once we receive this information and the check, we will mail the donor a Donation Receipt.
 - If you consolidate funds from multiple donors into one check donation, you must fill out a Donation Form for each donor/check in order for the donor to receive a receipt from us.
2. When someone donates **items** to your campaign:
 - When someone donates items to your event, they may be tax deductible (prizes, catering, raffle items, etc.) as an 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/electronically 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:

- Do NOT mail cash.
- If your event generates cash that needs to be deposited and applied to your fundraising total, please submit this through an online donation to your fundraising page OR mail in a check and follow the instructions above for donating via check.

DONATION FORM

**THANK YOU FOR SUPPORTING
THE PHOENIX!**



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

Fundraising Page Name (if applicable): _____

Date: _____

Donor Name: _____

Donor Mobile: _____

Donor Address: Street, City, State, Zip : _____

Email: _____

Check #: _____ **Amount of Donation:** _____

Received By: Printed Name: _____

Signature: _____ **Date:** _____

If donated goods:

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