

**COLLECTION SITE IN-KIND DONATION FORM**

***Please make sure boxes & bags are labeled with Donor Name***

**Collection Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Staff**Processing Donation*: \_\_\_\_\_\_\_

*Processed for Inventory by*: \_\_\_\_\_\_\_

*Date Received at MM*: \_\_\_\_\_\_\_\_\_\_\_

**Collection Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Thank you letter to be sent to *(please check* ***ONLY one****)*: **PLEASE PRINT**

|  |  |
| --- | --- |
|  | **Church/Organization Name**: |
|  | **Individual Name**: |
| Address: | |
| City: State: Zip Code: | |
| Phone Number: | |
| Email Address: | |

|  |  |
| --- | --- |
|  | Please do not send a Thank You Letter |

|  |
| --- |
| **In-Kind Item(s) Donated:** |
|  |
|  |
|  |
|  |
|  |
|  |

**Notes/Story:** (*If you have a story to tell about this donation please* *write it here. You can also use the back of this page).*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*For office use only:*

|  |  |
| --- | --- |
| Donor #: |  |
| Date Thank You Letter prepared: By: | |

*(S:)\Forms-Documents\Donation Forms*