

# GIFT INFORMATION SHEET

## DONOR INFORMATION (If not listed on the check)

NAME

STREET ADDRESS LINE 1

STREET ADDRESS LINE 2

CITY

STATE

ZIP CODE

PHONE NUMBER

EMAIL ADDRESS

PROVIDE NAME/S OF SOFT CREDIT RECIPIENTS

PROVIDE NAME/S OF FUND/S

ANY GOODS OR SERVICES GIVEN IN EXCHANGE FOR THIS GIFT?

If so, please itemize with fair market value

WHO SHOULD RECEIVE SOLICITOR CREDIT?

A proposal must be entered for gifts of \$2,000 and above in order to receive solicitor credit

IS THERE A PROPOSAL TO ATTACH THIS GIFT TO?

If so, please list the constituent ID and name of the proposal

COMMENTS/SPECIAL INSTRUCTIONS

FORM COMPLETED BY

\* Please remember to attach the check and any other related gift documentation