

DONATIONS / ACTIVITIES

One (1) Form per Organization or Group, including Auxiliaries – PRINT CLEARLY!

Name:

DATE:

Organization:

Local Branch/Unit/Post:

Address:

City/State/Zip:

Phone:

E-Mail:

Name of Individual or Point of Contact for Organization

Organization / Group Name – **ONLY ONE GROUP** can be associated with a Donation! (If the Org/Group is listed as “Mary’s Flowers”, then it cannot also be associated with “American’s Heroes Group” that referred them! (The Voluntary Service System does not allow multiple organizations associated with a single donation.)

ITEM(S) – Please give a brief description:

- Toiletries (new) Clothing Items (new) Clothing Items (used) (AM. LAKE ONLY)
 Magazines (current) Books (Paperback) Seasonal Car
 Other:

ACTIVITIES – Please indicate the type of activity in addition to any items listed

- Bingo Food Entertainment
 Other:

Campus/Area/Unit of Activity:

Date & Time of Activity:

Remember – ALL DONATIONS must be RECEIVED and RECORDED by the VOLUNTARY SERVICE OFFICE. It is the responsibility of the Voluntary Service Staff to determine what the hospital accepts or declines.

ESTIMATED TOTAL VALUE

(ITEMS & ACTIVITIES): \$

Donations will be put into GPF 9500 (Unrestricted Donated Funds) unless there is a letter of intent included with the donation or some other indication for the donation (e.g. there is a specification on the ‘memo’ line of the check)

MONETARY DONATIONS –

Monetary Donations will be used as authorized by law or in ways that benefit VA patients while receiving care from the VA (VHA Handbook 4721). If you wish to restrict your donation for a specific program or service, please indicate so below. The Voluntary Service office may contact you if additional information is required.

Per VA Guidelines, the “thank you” letter will only include the dollar value for monetary donations. Non-Monetary (Item/Activity) donations will only indicate the description of the item or activity.

TOTAL MONETARY VALUE: \$

****VOLUNTEER SIGN IN ON REVERSE**

DONORS