



Donation Forms Explained

It's important to have Donation Forms on hand for your fundraising events and movie nights for anyone who donates items or donates via check. This is our way of tracking their donation for tax purposes. By turning these in, it also ensures that they receive official credit from Recovery Beyond and that we are able to process a thank you letter. The donation form is attached as page 2 of this document.

WHEN TO USE A DONATION FORM:

When someone donates to your fundraising campaign via check:

- Make sure that your donors make checks payable to RECOVERY BEYOND and fill out all the information on the donation form.
- Be sure to include the name of your Fundraising Campaign, 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 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 to your online fundraising page. When they enter their email during the online transaction a receipt will automatically be generated and set 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 Recovery Beyond

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

Team Name *(if applicable)*: _____ Date: _____

Donor Name: _____

Mobile Number: (_____) _____ - _____

Email Address: _____

Name of Fundraiser *(if applicable)*: _____

Check #: _____

If donated goods:

Item Description (color, size, material, time available)	Estimated Fair Market Value (in US Dollars)

Recovery Beyond
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