

**ABATE OF OHIO, INC.**  
**CHARITY DONATION RECORD**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Region \_\_\_\_\_ County \_\_\_\_\_

Name of Event \_\_\_\_\_

Charity Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Title \_\_\_\_\_

Contact Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Federal Tax ID Number \_\_\_\_ - \_\_\_\_\_

**Donations:**

Check Number \_\_\_\_\_ Amount \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

Item Donated \_\_\_\_\_ Value \_\_\_\_\_

Item Donated \_\_\_\_\_ Value \_\_\_\_\_

Item Donated \_\_\_\_\_ Value \_\_\_\_\_

Item Donated \_\_\_\_\_ Value \_\_\_\_\_

Total Amount / Value of Donations \_\_\_\_\_

Presented By \_\_\_\_\_ Date Presented \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

**ABATE OF OHIO, INC.**  
**CHARITY DONATION RECORD**

**Characteristics:**

1. Category: Finance.
2. Established by: Bylaws Article IV: Events; Section 2: Event Sanctioning.
3. Purpose: To record charitable donations.
4. Audience: Treasurers.
5. Required? Yes.

**Directions:**

1. Date – date form completed.
2. Region – indicate region number. If state, write “STATE”.
3. County – indicate county name, if applicable.
4. Name of Event – event name on approved flyer, if applicable.
5. Charity Name – full legal name of charity.
6. Address – legal address of charity.
7. City – city of legal address.
8. State – state of legal address.
9. Zip – zip code of legal address.
10. Contact Name – of contact person with charity.
11. Contact Title – of contact person.
12. Contact Phone – of contact person.
13. Federal Tax ID Number – as assigned by the I.R.S.
14. Check Number – of the check written.

15. Amount – of the check written.
16. Dated – date of the check written.
17. Item Donated – description of in-kind donation.
18. Value – of in-kind donation.
19. Total Amount / Value of Donations – total of all donations listed.
20. Presented by – name of person presenting the donation.
21. Date Presented – date of presentation of donation.
22. Signature – of presenter.
23. Title – of presenter.

**Special Cases:**

1. Check presentation might be a good time to contact local media.
2. Checks to be written to charity only after event report finalized.
3. All donations must be approved by the appropriate level board.
4. If from an earmarked fund, update or close the earmark.
5. If funds raised were used to purchase items, copy of receipts must be attached.

**Handling:**

1. Send to: appropriate level treasurer.
2. Attach to: Monthly Region Report (F014).