

# Food and Fund Drive Report Form

At the end of your drive, please submit this form by fax or mail, or with your delivered donations, and attention it to "Food Drive." Make sure to fill out your contact information and to whom the thank-you letter should be addressed, if different from contact name.

Name of Organization: \_\_\_\_\_  
Name of Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## Food Drive Details:

Did you collect food?  Yes  No

If yes, how many boxes? \_\_\_\_\_

Did you raise funds?  Yes  No

If yes, please note:

Cash: \$ \_\_\_\_\_

Check: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_



Were these funds collected as the result of a special fundraiser (e.g. bake sale)?

Brief description of fundraiser: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All individual donors who write checks will receive an acknowledgement letter in the mail. In addition, a thank-you letter will be sent to the organization. This letter will be sent to the contact listed above, unless otherwise requested in the space below:

Send letter to: \_\_\_\_\_