

# Special Event/Fundraiser Multi-Nonprofit Donation Log Form

ORGANIZER: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

DEPARTMENT/DIVISION/SECTION: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

- Complete after the special event.
- Attach all donations collected, as well as, all employee donations forms completed at the special event.
- Fill in a new line for each nonprofit organization that has been designated.
- This form is not required if donations are designated to only one nonprofit (see Special Event Donation Form).
- If the fundraiser was a cash event, such as a book sale, you may just write down the agency information and the amount and then attach check.

| Employee name | Nonprofit | Four-digit Code | Amount    | Check # |
|---------------|-----------|-----------------|-----------|---------|
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|               |           | <b>TOTAL</b>    | <b>\$</b> |         |

**IMPORTANT:** Submit **Special Event/Fundraiser Multi-Nonprofit Donation Log Form** and checks within 5 business days of the event. For additional entries, copy the log form and attach.