# Event Donation Form

*This form is intended to collect donation details from participants during fundraising events. It can be used for both in-person and online events, helping nonprofit organizations keep organized records of contributors and their generosity.*

## Event Information

**Event Name:** {eventName}

**Date:** {eventDate}

**Location:** {eventLocation}

**Organizer Name:** {organizerName}

## Donor Information

**Full Name:** {donorFullName}

**Email:** {donorEmail}

**Phone Number:** {donorPhone}

**Address:** {donorAddress}

## Donation Details

**Donation Amount:** ${donationAmount}

**Payment Method:** {paymentMethod}

**Date of Donation:** {donationDate}

**Donation Type:** {donationType}

{#isRecurring}

**This is a recurring donation.**

**Frequency:** {donationFrequency}

**Duration:** {donationDuration}

{/isRecurring}

{^isRecurring}

**This is a one-time donation.**

{/isRecurring}

## Donated Items (If Applicable)

{#donatedItems}

* **{itemName}**: Quantity - {itemQuantity}, Estimated Value - ${itemValue}

{/donatedItems}

## Acknowledgment

Thank you, **{donorFullName}**, for your generous contribution to our event: {eventName}.

We truly appreciate your support in helping us reach our goals.

## Internal Notes

*Staff Use Only:*

{internalNotes}

## Donation Summary Table

|  |  |  |
| --- | --- | --- |
| **Item/Type** | **Amount/Quantity** | **Value** |
| {#donationTable}{donationItem} | {donationAmountOrQuantity} | {donationValue}{/donationTable} |

## Consent & Signature

**Donor Consent:**

I, **{donorFullName}**, confirm that the details provided above are accurate to the best of my knowledge, and I consent to the use of this information for donor record-keeping and follow-up communications.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** {signatureDate}