

## **Directions for completion of the donation acknowledgement letters for clubs and affiliates**

You will find on the state website the templates for a donation acknowledgement as a fillable PDF for both clubs and affiliates. You will note this form is on the NH 4-H Association Letterhead and must stay on that letterhead. Please refer to the sample donation acknowledgement letters to help you complete the template. You will find some boxes will automatically fill such as salutation and multiple places you need the club name. The acknowledgement should be sent within 30 days of receiving the gift

- Complete the date of letter.
- Full name and address of individual or company who gave the gift.
- Gift receipt – name of 4-H club or affiliate and the EIN -- be sure to keep the “GEN 5940”.
- Salutation as appropriate – Mr., Ms., first name, Sir.
- Generous contribution will be a dollar figure or name of item such as halter followed by the 4-H club or affiliate name.
- If a club state – Name of club is a Chartered 4-H club.
- If an affiliate (leaders associations, foundations, etc.) Name of affiliate has a Memorandum of Understanding with and is listed under .....
- Your donation – give a brief description of the proposed use of the gift.
- The leader types in their name and the address is the county office where the group is located – print off and sign.
- An officer signs for an affiliated, using county office as address – print off and sign.

Receipt:

- Mark either cash or property, not both. You must describe the property.
- Gift amount – put dollar figure for cash, If property, describe the item in detail.
- Note: If “property”, YOU CANNOT state the value.
- Gift date – the date the gift was received or date on check, not the date of the receipt.

**Save the letter – Do a “Save As”** with the name of the donor so you keep the template pure.

The 4-H club/affiliate should keep a copy of this letter for their records. This will help when completing the end of year financial report.