

## Instructions from Donor



Thank you for making a donation to TrueGift Donations. We strive to handle your donation exactly as you request. Please fill in as much of this form as you choose, and return this form with your donation.

Donations should be mailed to:

TrueGift Donations, EIN #77-0554014  
Attn: Marshal Merriam, treasurer  
2119 Paseo del Oro  
San Jose, CA 95124

### Who should receive your donation?

*This is usually a specific teacher, school, or city. Other past requests have been to help particular grade levels and subjects, or for schools with particular income, religious, and ethnic attributes. We will try to honor any request.*

### Would you prefer your donation to be given immediately or may we wait until we can purchase supplies at seasonal low prices in July and August?

*We can purchase supplies at 30% to 50% discounts during "Back To School" sales. We will always make your donation immediately if we have the requested supplies in stock.*

### What message would you like to include a message with each box of school supplies?

*Typical messages include: "Please let me know at myaddress@mydomain.com that you received the supplies" or "These supplies are a gift of the ABC Corporation, caring for our communities". Public school teachers cannot read religious messages to the class. We can include a one page flyer in each box of supplies if you provide a sample.*

### Would you like an accounting of which schools receive supplies from your donation?

*These reports are emailed quarterly until your donation is completely spent and all supplies delivered. Please provide an email address. Email addresses are kept confidential.*

### Would you like a semi-annual TrueGift Donations newsletter and report?

*These reports are emailed quarterly until your donation is completely spent and all supplies delivered. Please provide an email address. Email addresses are kept confidential.*

### Would you like an emailed receipt, a faxed receipt, or a mailed receipt?

*Please provide the appropriate email address, fax number, or mailing address.*