

**SERVICE UNIT/TROOP  
Donor Reporting Form****Return this form to the Council for sponsorship recognition.**

Troop/Service Unit sponsorship is a voluntary association or partnership between Girl Scouts and community leaders/organizations who work together to bring Girl Scouting to girls in accordance with local and national Girl Scout policies and standards. In accordance with the federal tax laws troops/service units must report gifts of cash or in-kind donations to the council.

**Troop/Service Unit Information****Date** \_\_\_\_\_

S.U. Name \_\_\_\_\_ Troop # \_\_\_\_\_

Leaders Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email Address \_\_\_\_\_

**Donor Information**

Individual Business/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Business Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Donor Description**

\_\_\_\_\_ A meeting place that conforms to Girl Scout policies and standards.

\_\_\_\_\_ The troop with financial support. Amount of donation \$ \_\_\_\_\_

\_\_\_\_\_ In-Kind (Donation Value) \$ \_\_\_\_\_

Please Indicate, i.e. provided craft supplies, books, sashes, etc \_\_\_\_\_

**Donor Appreciation**Would you like a Certificate of Appreciation provided?  Yes  No

What Name should appear on the certificate? \_\_\_\_\_

Name and Address where Certificate is to be mailed:

Name: \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Has a "thank you" been made?  Yes  No If yes what type:  Card  Letter  Verbal**Please return to the Council. Attn: Resource Development Department.  
Certificates mailed monthly.**