

Donation Drive Form

Please submit this form when donating money or goods to an organization that is not affiliated with Mountain View High School in addition to the following forms:

Check if completed:

- Activity Request Form
- Fundraising Form

Items to be collected: _____

Funding source for delivery of items to organization: _____

Contact Information and address for the organization receiving the donation:

Name: _____

Address: _____

Phone: _____

*Please be sure to collect verification that the goods have been donated to the organization(s) listed above

Process for Fundraising Drives where goods or money is collected and donated to an organization:

1. Submit an Activity Request Form and a Fundraiser Form.
 - a. Note: The suggested window for collecting goods or money is 1 week, but cannot exceed 2 weeks.
2. Identify on the Fundraiser Form the items to be collected.
3. Include an address and contact person for the organization to which the goods or funds are being donated.
4. Also include a funding source for delivering the materials.
 - a. For example, if a book drive is being held for an orphanage in Africa, how will the shipping be paid?
5. If you are hosting a coin drive, please note that the MVHS Finance Office will not process loose coins.
 - a. Alternate options include using a coin counter located in many grocery stores; rolling the coins and submitting the to the Finance Office; or swapping the coins for bills in another manner.
6. All advertisements must specifically identify the portion of the funds that will be donated to the organization.
 - a. For example, if there are some administrative costs incurred by your donation drive, you would configure that into your advertising or use a separate funding source.
7. At the conclusion of the donation drive, the club or organization must submit documentation that the specified organization received the goods or money.