

St. Luke's Guesthouse

141 Main Street, Southbridge, MA 01550

Phone (774) 230-6416



Friends of St. Luke's

"For I was a stranger and you welcomed me."

TML NOV. 2024

Donation Report Form

Instructions

The person receiving a donation should complete this form as soon as possible.

On-line via fillable PDF or as a hard copy.

Completed form Fillable PDF is to be shared electronically with:

The person(s) responsible for overseeing the running of the guesthouse & Admin & Human Resources. These parties will determine if anyone else should receive a copy of the report.

Completed form Hard Copies will be emailed in digital format to:

The person(s) responsible for overseeing the running of the guesthouse & Admin & Human Resources. These parties will determine if anyone else should receive a copy of the report.

The form will be filed in google docs as: a fillable PDF; PDF for printing; and Docs. file for amending; hard copies will be available at the office.

Completed forms will be filed accordingly by Admin./Human Resources.

Date and time donation was received: _____

Name of person/business making the donation: _____

If a business contact name, position and phone number: _____

Mailing address: _____

Email address: _____

Phone number: _____

Add to the Newsletter mailing list: YES [] NO []

Photograph taken: YES [] NO [] PERMISSION to use photo in FB post/Newsletter etc. YES [] NO []

Person receiving the donation: _____

Location donation was received: _____

Description of the Donation: _____

Completed form shared with: _____

Signature of person completing the form: _____

NB A copy of this form is given for receipt purposes only.

For tax purposes a formal letter will be sent to the address listed above.