

Chapter Donation Receipts

CHAPTER DONATION RECEIPTS

There are many reasons a local chapter would receive money from an outside source. Some of these would be for a sponsorship of an event, donations from a vendor for a particular program, or donations from members. If you are in receipt of any of these donations you must acknowledge these donations as soon as possible.

Acknowledgements could be in the form of a letter, a simple receipt or a combination of the two. Below is an example:

XXX Chapter –American Board of Trial Advocates
XXXX Street
City, State Zip



We are in receipt of your donation as follows:

Gift Amount: \$X,XXX.00

Check #: 123456

Gift Receipt: # 654987

Date Received: xx/xx/xx

Thank you for your gift in support of XXXXXX event. We are honored by your generosity.

Officer name, President

No goods or services were exchanged in consideration of this gift. Please keep this receipt as your record of your donation. Our Federal Tax ID # is 95-4216564.

Another receipt form could be a letter as follows:

Date

Mr. Donor Name

XXX Street

City, State Zip



Re: Donation to XXX Chapter – American Board of Trial Advocates

On behalf of the officers and members of the XXX Chapter–American Board of Trial Advocates, please accept my thanks for your recent contribution. Your generous gift will assist our chapter in pursuing its mission of _____.

Your donation given in the amount of \$XXX.00 via your check number XXXXX dated XX/XX/XX will be fully allocated to the sponsorship of the _____ Event dated XX/XX/XX. No goods or services were exchanged in consideration of this gift. Please keep this receipt as your record of your donation. Your cancelled check is no longer sufficient documentation under IRS guidelines. Our Federal Tax ID # is 95-4216564.

Thank you again for your generous gift.

Best Regards,

Officer name, President, XXXX Chapter – American Board of Trial Advocates

**Copies of the simple receipt and the sample letter will be located under the Chapter tab at abota.org
Please forward copies of all donation letters with your annual financial report and authorization.**