

# Form 2201 – 100% Donation Form Instructions

- **One Check:** Complete Area Number, Submitted By, Telephone, Date and any pertinent contact ID/fundraiser information or comments. Complete any relevant campaign/appeal code information. The system default will be to process donations to operating, unless indicated otherwise.
- **Multiple Checks:** Same as above, however, **all donation information must be the same for each check** to use one form. All checks will be processed this way. If any donation information is different, then a separate form must be used. The checks may be of varying amounts. The system default will be to process donations to operating, unless indicated otherwise. Please use a paperclip to attach checks to the form.
- **Please do not make copies of revenue forms or use old forms.** Varying sizes of the forms can result in mis-keying of data due to some automation that occurs in reading forms. You can order forms through the online catalog.

**Only print this form if absolutely necessary!**

**If you are able, it is preferable that you order the form through the Resources and Supplies store.**

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## **YL younglife** 100% DONATION FORM - NO GOODS OR SERVICES RECEIVED

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Area Number:

Submitted by: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Donation Type (check one):

Operation (4110)     Camp (4130)     Capital (4150)

Comment Field: \_\_\_\_\_

Personal Fundraising: \_\_\_\_\_

Contact ID Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Campaign/Appeal Code (if applicable):

- AUC - Auction
- BQT - Banquet
- BQTS - Banquet Sponsor
- CLS - Clay Shoot
- FDR - Fundraiser
- GOT - Golf Tournament
- GOTS - Golf Tournament Sponsor
- MAR - Marathon (5K Walk/Run)
- WIN - Wing-A-Thon
- YEA - Year-End Appeal
- \_\_\_\_\_ Expedition Trip
- \_\_\_\_\_ Other