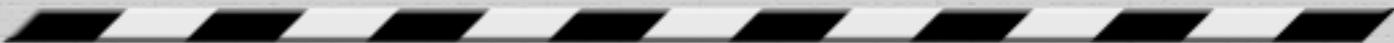


Donations and Volunteers



Donations **Form G-1**

Volunteer Log **Form G-2**

Volunteers **Form G-3**

Certificate of Appreciation

Sample Thank-You Letter to an Organization **Form G-4**

Sample Thank-You Letter to a Volunteer **Form G-5**



Donations

*Identify organizations that provided a donation to the foodservice operation.
Write thank-you notes and provide certificates of appreciation.*

Name _____

Donation _____

E-mail _____

(H) Phone _____

(W) Phone _____

Cell Phone _____

Mailing Address _____

Name _____

Donation _____

E-mail _____

(H) Phone _____

(W) Phone _____

Cell Phone _____

Mailing Address _____

Name _____

Donation _____

E-mail _____

(H) Phone _____

(W) Phone _____

Cell Phone _____

Mailing Address _____

Name _____

Donation _____

E-mail _____

(H) Phone _____

(W) Phone _____

Cell Phone _____

Mailing Address _____



Volunteers

*Identify volunteers who assisted the foodservice operation in the emergency.
Write thank-you notes and provide certificates of appreciation.*

Name _____

Service Provided _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

E-mail _____

Mailing Address _____

Name _____

Service Provided _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

E-mail _____

Mailing Address _____

Name _____

Service Provided _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

E-mail _____

Mailing Address _____

Name _____

Service Provided _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

E-mail _____

Mailing Address _____



Certificate of Appreciation

*In recognition of your outstanding service
and support, this certificate is presented to*

Signed

Title

School

Date

Sample Thank-You Letter to an Organization

Date

Name of Organization

Address

City State Zip

Dear (Name of Contributor),

The (Name of school district) would like to thank you for your generous donation(s)/contribution(s) of “list specifically what was contributed/donated” during our recent “emergency/disaster.” Our foodservice operation was able to provide better services to our school and community as a result of your kindness.

Sincerely,

Foodservice Director

Sample Thank-You Letter to a Volunteer

Date

Name of Volunteer

Address

City State Zip

Dear (Name of Volunteer),

The (Name of school district) would like to thank you for generously donating your tireless energy and efforts during our recent emergency/disaster. Our foodservice operation was able to provide better services to our school and community as a result of your willingness to help.

Sincerely,

Foodservice Director