



**Solutions en
philanthropie et
communication**

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Basic Elements – Donation Form

Necessary information:

- Donor's complete name (in print);
- Donor's complete address;
- Donor's telephone number;
- Donor's email;
- Donation amount;
- Payment options : credit card, cheque (made to), cash;
- If the donation is made by credit card, include a space to insert credit card number, expiry date and signature;
- Minimum donation amount to obtain a charitable tax receipt;
- Check box for donors wishing to remain anonymous;
- Organization's complete address to mail the donation;
- Organization's website;
- Indicate if it is possible to make an online donation by credit card;
- For registered charities that provide tax receipts, include your Canada Revenue Agency registration number;
- Add a short thank you message for the donation.

For In Memoriam donations add the following information:

- Name of the deceased;
- Name and contact information of the person to advise of the donation.

We strongly recommend that you create a bilingual donation form.

Other elements that can be added:

- Suggested donation amounts (25\$, 50\$, 100\$);
- A check box to receive information on planned giving;
- A check box to receive a newsletter;
- A check box to indicate preferred language for correspondence.