DONOR SHEET - PLEASE FILL IN COMPLETELY & PRINT LEGIBLY

Include a Donor Sheet in Each Carton You Ship to:
OPERATION GRATITUDE
17330 Victory Boulevard ∙ Van Nuys, CA 91406

Date Shipped _______________ Total Number of Cartons Sent: _______________

Please number outside of your cartons (eg. 1 of 4). This is Carton Number: ______

Name of Donor: Individual, Organization or School

Contact Name; c/o or Attn:

Mailing address

City

State

Zip

E-Mail

Contact telephone

Please specify the number of each of the following items in this carton; if none, leave blank.

Number of CDs: _________
Number of DVDs: _________
Number of iPods: _________
Number of Beanie Babies: _________
Number of Girl Scout Cookies: _________ boxes
Number of Phone Cards: _________
Number of Gift Cards: _________ (example: Walgreens, CVS, Walmart, Target, Krogers)
Number of Letters: Adult _________
Number of Letters: Kids _________
Number of Letters for Wounded Warriors: _________ (Place together in separate envelope)

Handmade Items:

Number of Scarves/gators/hats: _________
Number of Cool-ties: _________
Number of Handmade Blank Greeting Cards: _________

Candy: _________ pounds (weight)

Check if this carton contains:

Assorted Items (example: hygiene/toiletry products, food, games, etc): _________
Recyclables (used cell phones, inkjet cartridges, toner cartridges etc): _________
Other Special Items: _________ Please describe the “Other Special Items”: use back of paper for additional comments if needed

FOR OFFICIAL USE ONLY:
(Donors DO NOT write here)
Rec’d Date: ___________
Log’d Date: ___________
Logger’s Initials: ___________
Contents Confirmed: ___________

Please mail checks ONLY (no cash or items) separately to:
Operation Gratitude • 16444 Refugio Road • Encino, CA 91436
Thank you for you support!