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| **Appendix E**  **Donation and Service Project Log** |
| Facilities and the Home Office are not required to use this table, but the chosen format must include ALL information listed in the below table for all Donations of Food, Donations of Space, Emergency Donations, and Service Projects. |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Recipient** | **Contact Person** | **Type of Donation / Service Project** | **Cost of Donation** | **Date of Donation / Service Project** | **Approver**  (print employee name) | | [Name of entity recipient] | [Provide the contact person for the recipient] | [Brief description of Donation / Service Project—i.e., 20 water bottles, 5 blankets, Donation of Space, etc.] | [Please provide the cost of Donation, including the cost of any goods donated, used, or expended in connection with a Service Project  Not applicable for Donations of Space] |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |
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