

KVC Nebraska

Online Donation Form Entry

Donation forms for KVC Nebraska staff are located at www.kvc.org/nedonationforms

KVC Nebraska- Staff Access to Donation Forms

[Gift-In-Kind Donation Form](#)

[Cash or Check Donation Form](#)

On the donation form access page, please choose the correct type of donation form: *Gift-In-Kind* **or** *Cash or Check*. A gift-in-kind is anything that it isn't a cash donation (via cash, check or credit card).

Gift-In-Kind Donation Forms

1. Type of Donation

- a) Please put what the value of the In-Kind Donation is where it says "Amount". If the donor has left it blank, put \$1.
- b) For "Designation", please choose accordingly based on the donation description (for example: Christmas gifts would be Holiday Heroes, school supplies would be "Back to School Drive"). If it's a generic (unsolicited) gift, choose "Where It's Needed Most" and use the description box to provide more detail.
- c) Type the donation description in the box that says "Briefly describe donated items including quantity." Something **must** be entered in this field even if it is generic as "Christmas gifts" or "clothing donation".

2. Donor Information

- a) Add the donor's First and Last Name
 1. If there is an organization (business, church, etc.) listed, please check the box "Make this gift on behalf of an organization"
 - (1) **IMPORTANT:**
 - (a) The form requires you to include a contact person. This will not always be included on the form if the gift was made on behalf of an organization. In this instance (only when no contact name is included), use this fake name: Donor (first) KVC (last). *This is so when the auto generated email is sent to their email address, it reads "Dear Donor".*
- b) Contact Information
 1. **Old Donation Forms:**
 - (1) **Do NOT enter the email address listed by the donor on the form.** Use your kvc.org email address instead. Currently the form is set up to automatically send a donation receipt email to the donor but these donations have already been received. **If the donor's email address is included, please add it to the item description.**
 2. Current Donation Forms:

- (1) Enter the donor's email address and a donation receipt will automatically be sent to them. If they did not include their email address, use yours. The donor will then need to be mailed a thank you letter.
 3. Add the rest of the contact information (phone number, address, city, state & zip code).
- 3. Office Use Only**
- a) Gift Designated For: Select the appropriate Nebraska Region
 - b) Date Donation Received (please format with slashes not dots i.e. 1/1/2017)
 - c) Staff Name: Your Name

Check or Cash Donation Forms

1. Please follow the same steps as above including the important steps on including the donor's email address depending on if it's an old or current donation form and what to do if there is a missing contact person for a donation from an organization.
2. Include whether or not the donation was via cash or check. If it was by check, include the check # and check date. A copy of the check also must be sent to development@kvc.org.