

Appendix 6: Sample Donor Tracking Form

You may be able to solicit donations of many items. Record the names of potential donors, contact information, dates on which they were contacted, and their responses. It will save duplication of effort and serve as a reminder for future years. Below is a sample donor tracking form. You might keep a notebook of these with organizations in alphabetical order.

Sample Donor Tracking Form

Organization: _____

Address: _____

Hours of Operation: _____

Contact Person: _____

Phone Number: _____

Email: _____

Garden Representative	Date of Contact	Person Contacted	Request	Outcome (Resources/ services donated, with \$ or in-kind value)
SAMPLE: <i>Herb Chard</i>	<i>05/01/26</i>	<i>Big Bucks Betsy</i>	<i>10 rakes</i>	<i>Donated 20 rakes (worth \$300 total; \$15 per rake)</i>