Fund Name:

Fund Code:

Date:

Advisor/Contact name:

Event Name:

Event Date:

| Donor Name | Gift Description | Estimated Fair Market Value of Gift | Date of Gift | Date Thank You Sent |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

NOTE: As long as the information requested above is provided, advisors can send this information in an Excel format as well if they prefer or on their own tracking document.