

FBO Liaison Monthly Donation Report

Reporting Month: _____
 Your Name: _____
 Are you the FBO Liaison: yes no
 Phone: _____
 FBO Name: _____
 FBO Town: _____
 Program Coordinator: _____

If you would like your Program Coordinator contact you, or if you would like to talk to an administrative staff person please let us know.

Staff Administrative Staff

If any of the following has changed since last month, please provide updated information:
 Adopted Social Worker Name: _____
 FBO leadership changes: _____
 Contact changes, use back of sheet if needed:
 address: _____
 email: _____
 phone: _____
 other: _____

Type of Service/Donation	Quantity of Items	# of Children	Estimated Value
Collections and/or Special Projects			
Specific Requests from Adopted Social Worker			

PLEASE ATTACH COPIES OF SOCIAL WORKER REQUEST FORMS TO REPORT!

- This form may be completed online or by hand:
- send as an attachment in an email to info@covenanttocare.org
- fax to 860.243.0100 attention: Associate Director
- mail via USPS to:

Associate Director
 Covenant to Care for Children
 120 Mountain Ave, Suite 212
 Bloomfield, CT 06002

We have tried to make this form as simple as possible. Please do your best to complete all the items on the form.

There are two types of services/donations to which your FBO community may have responded. Please complete both reporting sections. If there is no activity, simply note that in the appropriate section.

Collections and/or Special Projects:

In your AASW Manual, you are given suggestions for seasonal and year round projects. You may have even designed your own unique project in partnership with your Social Worker and/or Program Coordinator. We ask that you report these project donations, e.g.:

Collections and/or Special Projects	Quantity of Items	# of Children	Estimated Value
<i>Back-to-School Backpacks</i>	<i>30</i>	<i>30</i>	<i>\$750</i>
<i>New Winter Hats, mittens, scarf sets</i>	<i>25</i>	<i>25</i>	<i>\$150</i>

Specific Requests from Adopted Social Worker:

When your Adopted Social Worker makes a request for a specific child or family, for any sort of item(s), we ask that you report how that request was filled, e.g.: Value estimates are

Specific Requests from Adopted Social Worker	Quantity of Items	# of Children	Estimated Value
<i>Clothes for back to school – gently used boys outfits</i>	<i>15</i>	<i>3</i>	<i>\$90</i>
<i>Bike – gently used</i>	<i>1</i>	<i>1</i>	<i>\$25</i>
<i>Camperships – scholarships provided</i>	<i>2</i>	<i>2</i>	<i>\$200</i>

either actual cost of providing items, the individual donor's estimate of value or your personal best guess at value. CCC does not assign the cash value of donations.