MEMORIAL TRACKING SHEET

Use this sheet to track memorials (sent by donors) to the final recipient of the donation.
The easiest way to manage this is to:

1. keep all donations in their original envelope from each donor; some will send checks, others will send cash
2. place all of the donations in one large envelope for about a month following the funeral (or until they stop trickling in)
3. after a month or so has passed, separate them according to organization
4. record each of the donations here
5. send all of the donations at one time (to each organization) to save postage and time

Organization	Amount	Donor(s)	Date Sent to Organization
SAMPLE: ABC Charity	$50.00-check	Judith Smith	March 10, 2009

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