

# T&E CARE SCHOOL SUPPLY DRIVE DONATION CHECK-LIST

Please include this check-list form with your donations when dropped off.

Donor Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

TOTAL value of all gift cards, if any, donated \$ \_\_\_\_\_

TOTAL (approximate) cost of all items donations (excluding gift cards) on this form \$ \_\_\_\_\_

**Sponsored students (please provide grade & gender for students you sponsored):**

Sponsored student: grade \_\_\_\_\_ gender \_\_\_\_\_

Sponsored student: grade \_\_\_\_\_ gender \_\_\_\_\_

Sponsored student: grade \_\_\_\_\_ gender \_\_\_\_\_

Sponsored student: grade \_\_\_\_\_ gender \_\_\_\_\_

Sponsored student: grade \_\_\_\_\_ gender \_\_\_\_\_

**BULK items:**

Please list the bulk item(s) and number of each donated (don't list items bought for any students above):

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Gift cards (list each one by store and value)

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To the best of my ability, I state that the information above is accurate. \_\_\_\_\_ date \_\_\_\_\_  
signature

PLEASE NOTE: Keep all receipts for items purchased with your tax records. The donor is responsible for determining the value of all non-cash/gift card donations. Please note that T&E Care may sometimes reallocated donations if needed to balance family assistance. If you have any questions, please contact us at [schoolsupplies@tecare.org](mailto:schoolsupplies@tecare.org).