TEMPLE / DESERT CHARITABLE DONATION REPORT INSTRUCTIONS

The Temple / Desert Director of Charity is to use this form to report all Temple / Desert charitable donations. All other versions of this form is obsolete; the Temple / Desert Director of Charity is to use the Temple / Desert Charitable Donation Report Form (available on website: www.aeaonms.org) dated 12 March 2015 on the bottom of the form. It is preferred that the form be completed electronically and submitted electronically (click the submit form button in the top right-hand corner). If submitting via US Mail, send report to the address listed on the form.

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ALL Information listed must be completed prior to submitting the report. If completing the report electronically (the preferred method), the Charitable Donation Recapitulation will be filled automatically as you enter your data. ***All calculations are performed automatically if completing the form online.*** If you are completing the report manually (and mailing via US Mail) you must perform all calculations and place the totals in the Charitable Donation Recapitulation box. The Report must be signed by the Imperial Deputy of the Desert and attested by the Desert Charity Director if the report is a **Desert** report. All **Temple** reports must be signed by the Illustrious Potentate and attested by the Recorder. If submitting online it should be submitted by either of the aforementioned officers; your name and email address will be accepted in lieu of the signatures and seal

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Use the **CASH DONATIONS** sheet to list all monetary donations.
RECEIVING AGENCY = the name of the entity (organization, person, etc…) receiving the donation
LOCATION = location of the entity receiving the donation
DATE = date of award presentation
NUMBER OF BENEFICIARIES = number of individuals that will benefit from the donation

> *If awarding scholarships provide the name of the recipient(s) in the [RECEIVING AGENCY] box and their state of residence NOT the location of their college or university in the [LOCATION] block*

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Use the **DONATIONS OTHER THAN CASH** sheet to list physical donations (food baskets, clothing, toys, etc.)
UNIT COST = the cost of the item being donated (if donating multiple items only list the cost of one item)
UNITS DONATED = number of items donated
TOTAL DONATION = multiply Unit Cost of donation times the Units Donated ($10.00 per toy X 5 toys = $50.00)

> *If filling electronically, enter your Temple number / Desert name and click the circle to ensure that the subtotal is calculated*

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Use the **IN-KIND DONATIONS** sheet *to list donations of time, facilities, expertise, etc…*
TIME = total time individual(s) donated to receiving agency; if donation is facility use list the total time of usage
HOURLY RATE = estimated hourly rate of pay for the Noble(s) donating time
    (if multiple Nobles use the average of the salaries)
COST OF ASSETS = cost of any supplies, items, etc… used during donation (i.e. if mentoring kids and you
    rent a building for $25 for activities, the cost of assets is $25)
TOTAL DONATION = multiply Time (Individual or Facility Use) times the hourly rate and then add the cost of
    assets if any *(Example: 10 hours X $12.00 per hour = $120.00 + $18.00 for building = $138.00).*

> *If filling electronically, enter your Temple number / Desert name and click the circle to ensure that the subtotal is calculated*

Notes:
   * Online submission is the preferred method; do not mail the form if submitting electronically
   * All calculations are performed automatically if completing the form online.
   Place a check in the box next to the receiving agency for any donation that is either an event sponsored or funded by the Prince Hall Shriner's Foundation.