Klarstig

# Administration Media & Creative Campaign Donation

**FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.**

Record the gift you would like to make, its intended use and your acknowledgment preferences. This form records a pledge or donation instruction; it does not process a payment.

## Contact and reference

**Organization using this document**
Maple Street Community Center

**Your name or contact reference ***
Alex Rivera

**Email for a reply if needed**
alex.rivera@example.com

## Information for this document

**Gift amount ***
250

**Currency ***
USD

**Other currency code if selected**
REF-2026-0145

**Gift frequency ***
One time

**Intended fund or purpose ***
Covers the weekend youth program at the main hall from 1 to 14 November, including set-up and clean-up.

**Recognition preference**
Use my name

**Acknowledgment recipient or instructions**
(Free-text answer - not filled in for this example)

**Gift instructions or restrictions**
Thank you. Please send any confirmation to my email address.

## Specific details

**Campaign name or reference**
Complete when relevant to this request.
Alex Rivera

### Campaign goal or restriction associated with the gift

Reach more local families this year and support a youth reading program with visible community results.

## Operating context

### Project client and intended format

Complete when relevant to this request.

A 12-week after-school reading club for 30 students, led by trained volunteers at the community center.

### Creative brief deliverables review rounds and usage requirements

(Free-text answer - not filled in for this example)

## Team specific details

### Administrative record owner or reference

Complete when relevant to this request.

Operations

### Filing handover and record handling requirements

(Free-text answer - not filled in for this example)

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- No payment is taken by default. Online payment needs a connected payment account and is configured separately.
- Some questions become required only after certain answers. The printable version shows every question.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

### Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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