

# Donation Form

The Zhaoyu Cultural Foundation  
4600 El Camino Real, Suite 203, Los Altos, CA 94022

*Thank you for your gifts to the Zhaoyu Cultural Foundation and Books & Me Children's Chinese Library. Please fill out the following fields in detail.*

Name of Contributor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date of contribution: \_\_\_\_\_

Email address: \_\_\_\_\_

I prefer the *receipt* to be sent by:  regular mail  email.

I want to make this donation *in the name of*:

- My name
- The parents of \_\_\_\_\_
- In memory of \_\_\_\_\_
- Other \_\_\_\_\_
- Anonymous (I don't want to be mentioned)

My gift:

- Monetary Donation in the amount of US\$ \_\_\_\_\_
  - Cash
  - Check, check # \_\_\_\_\_
- Donation of Tangible Goods:
  - Chinese children's books, quantity: \_\_\_\_\_
  - Chinese children's audios or videos, quantity: \_\_\_\_\_
  - Equipment (please specify name and quantity)  
\_\_\_\_\_  
\_\_\_\_\_
  - Others:  
\_\_\_\_\_

Staff signature upon receipt: \_\_\_\_\_

Date: \_\_\_\_\_ Control #: \_\_\_\_\_

*You will receive a copy of this donation form as your temporary receipt. An official receipt with our Tax ID signed by our executives will be sent to you within ten business days. Please keep the formal receipt for your records. It will be your proof of donation when filing IRS tax returns.*

***Thank you very much for your generous contribution!***