

Offline Donation Collection and Tracking Sheet

Use this sheet to record donations collected offline (cash, checks, or other manual payments). This form can be filled out digitally before printing, or printed blank for manual handwriting.

Collector & Campaign Information

Collector / Organization Name: Campaign / Event Name:
Collection Period: Fundraising Goal:

Donation Log

Date Received	Donor Name	Donor Contact (Email / Phone)	Amount (\$)	Payment Method (Cash, Check, etc.)	Receipt Number / Notes

Summary Totals

Total Cash Amount Collected:
Total Check Amount Collected:
Grand Total:
Verified / Audited By: