

Donation Request Form Answer Bank

Write the answers once, paste them everywhere - a fill-in bank of the questions online donation request forms commonly ask, each in a short and a longer version, plus a pre-submit check and a log of what you sent where.

Planners & Worksheets · ultimatedonations.org/resources/donation-request-form-answer-bank

Most companies with a donation program no longer take letters. They take a form: a page of text boxes, a length limit on each, and often no way to save a half-finished request and come back to it. Groups lose requests here not because the answers are hard, but because they are written from scratch, in a hurry, in a box that times out.

This bank fixes that. Write each answer once, in a short version and a longer one, keep the page open beside the form, and every request becomes a matter of pasting and adjusting. It pairs with the [donation eligibility checklist](#) for the documents a form may ask you to attach, the [donation request letter workbook](#) for programs that still want a letter, and the [donation request tracker](#) for recording each submission. The rest of the library is at [free fundraising resources](#).

Before you open any form

- **Gather the attachments.** Anything a form may ask you to upload should already be in one folder, named so a stranger could tell what it is. The [eligibility checklist](#) lists what programs commonly ask for.
- **Decide who submits.** One named person, whose contact details go on every form, and who will actually read the replies.
- **Read the program's own page first.** What it gives, who it serves, and how much notice it asks for are on the company's page, not in this bank. Our overview of [what companies require before they donate](#) covers the usual set.
- **Check the notice.** Historically, programs in our directory most often listed lead times between two weeks and 60 days, with six weeks the single most common stated window. Submit comfortably before the notice a program asks for, not on the last day of it.

The answer bank

Fill in both columns for each question. The short version is for forms with tight limits; the longer one is for forms that give you room. Keep every answer factual - a coordinator reads a stack of these, and plain beats persuasive.

What the form asks	Short version	Longer version
Organization name, exactly as on your paperwork		
What your organization does		
Who your organization serves		
Event name		
Event date and location		
What kind of event it is (raffle, silent auction, gala, tournament, school night)		
Expected attendance, as an honest estimate you could defend		
What the proceeds will pay for		
How the donated item will be used at the event		
Why you are asking this company (rewrite for every request)		
What you are asking for, specifically (rewrite for every request)		
Date you need the item by		
Delivery or collection preference		
Named contact and role		
How and when you will say thank you		

A note on the two rows marked "rewrite for every request": those are the rows a coordinator actually reads. Everything else tells them whether you qualify. Those two tell them whether you have looked at what they give.

Writing the answers well

1. **Lead with the fact, not the feeling.** "Our fall raffle funds new classroom supplies for [Your school]" does more than a paragraph on how much the event means to you.

2. **Name one specific item.** "Two [Product] gift cards for our prize table" is an answerable ask. "Anything you can give" is not.
3. **Only state what is true today.** If attendance is an estimate, it is an estimate. If the venue is not booked, do not name it. A request that turns out to be inaccurate is remembered.
4. **Describe how the item will be used, not what it is worth.** A form may ask for a value; if you do not know it, say so or leave it to the company. Never invent a figure.
5. **Keep the thank-you promise small.** Say what you will actually do: a written thank-you and a note after the event. Promise nothing that depends on someone else's decision.

Your pre-submit check

Run this against every form before you press submit.

- The organization name matches your paperwork exactly.
- The event date and the "needed by" date are both correct, and the needed-by date leaves you time to collect.
- The item named is something this program's page says it gives.
- The "why this company" sentence mentions this company and no other.
- Every required attachment is uploaded and opens.
- The contact details belong to the person who will read the replies.
- You have copied your answers somewhere before submitting, in case the form fails.
- You have logged the submission and set a follow-up date.

The submission log

One row per form. Many forms send no confirmation, so this row is often the only record the request exists.

Company	Form page	Date submitted	Item asked for	Confirmation received	Follow-up date	Answer

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When a form will not fit your group

Some forms offer no category that describes your group, or ask for something you do not have. That is information, not an obstacle to work around. Do not pick a category that is not true, and do not borrow another organization's details. Note it in the log, move to the next company, and look for programs whose pages indicate broader eligibility.

Each company's page in our [donor directory](#) describes what its program has historically offered and where to check its current status - we track 4,000+ companies, so it is worth looking for a program whose form fits your group rather than forcing one that does not.

Common questions

What do online donation request forms usually ask?

Most ask some version of the same handful of things - who your group is, what the event is and when, who it serves, what the proceeds pay for, what you are asking for, and where the item should go. The wording and the length limits change from form to form; the underlying answers do not.

Why write the answers before opening the form?

Because many forms cannot be saved halfway, some time out, and a text box is a poor place to draft. Answers written ahead, in a short and a longer version, turn each form into a copy-and-paste job and keep every request saying the same true thing.

Should the answers be the same on every form?

The facts should be. The item you ask for, and the sentence on why this particular company, should change every time - a request that reads as copied to a whole list is the easiest one for a coordinator to set aside.