



# DONOR FORM - INDIVIDUAL

\_\_\_\_\_  
Date (mm-dd-yyyy)

Gift Funds Coordinator  
U.S. Department of State  
2201 C Street, NW  
Room 1821, CGFS/EDCS  
Washington, DC 20520

Dear Gift Funds Coordinator,

I, \_\_\_\_\_, have made the following unconditional gift to the U.S. Department of State:

Cash (check): \_\_\_\_\_

In-Kind Gift: Please describe the item(s) below and then list the value of the contribution (e.g., 2 pieces of American artwork, including the cost of shipping, valued at \$XX...).

Item Description	Value

I would prefer that this gift be used for the following purpose:

Below, please list and describe the nature of your corporate or organizational affiliations and the affiliations maintained by members of your immediate family – e.g. board membership, directorship, etc.

The following is a list of my affiliations and the affiliations maintained by members of my immediate family:

In the section below, please choose one of the boxes that describe any matters that you or members of your immediate family, or organizations with which you are affiliated, have pending before the Department of State. Please also list and describe matters likely to arise before the Department of State that would substantially affect you or members of your immediate family.

I have no business pending before the Department of State and/or no matters are likely to arise that might involve the Department of State.

I have the following business pending before the Department of State and/or the following matters are likely to arise that might involve the Department of State:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address (for your tax purposes/acknowledgment of your gift)

### Privacy Act Statement and Paperwork Reduction Act Statement

**AUTHORITIES:** The information is sought pursuant to: (1) Foreign Service Buildings Act of 1926, Sec. 9, as amended (22 U.S.C. 300); (2) State Department Basic Authorities Act of 1956, Sec. 25, as amended (22 U.S.C. 2697); (3) Foreign Gifts and Decorations Act, as amended (5 U.S.C. 7342 and 22 CFR 3); (4) Mutual Educational and Cultural Exchange Act, Sec. 105(f), as amended (22 U.S.C. 2455(f)).

**PURPOSE:** The purpose of gathering this information is to maintain a record of Gift Fund donations and to demonstrate the donor's intention to donate either an in-kind gift or monetary gift.

**ROUTINE USE:** The form is not distributed to any entity outside the Department of State. However, information may be reported to Congress if requested. More information on the Routine Uses for the system can be found in System of Records Notice, State-80, Official Gift Records and Gift Donor Vetting Records.

**DISCLOSURE:** Providing this information is voluntary. However, failure to provide the information requested on this form may result in the following: misallocation of an accepted donation; excessive delay in receiving the donation; or return of the donation to the donor.

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: CGFS/EDCS, U.S. Department of State, 2201 C Street NW., HST, Room 1821, Washington, DC 20520, Fax: (202) 647-8194.