

***** This is an example of the donation notification email that can be sent to your organization.*****

From: Network for Good [DoNotReply@networkforgood.org]
Sent: Monday, March 17, 2008 3:28 PM [Date/Time]
To: [NPO Contact Email Address]
Cc: [Gift Inquiry Contact Email]; [support@networkforgood.org]
Subject: Online donation via Network for Good

****Please do not reply to this message. For customer service – real people ready to help you - please use the contact information below.****

[NPO name] has just received a new donation via Network for Good. Your email address, [NPO email address], has been designated to receive this information each time an online donation is made. To change this recipient address, please modify your account settings as follows:

1. Log in to your account at <my account login website>.
2. Click "manage account" from the Account Info area of the Main Menu.
3. Under the Users section, click "view/edit my profile".
4. Click "Change Email" and update the email address(es) you want notifications sent to.
5. Click "Update" to accept your changes.

-----Donation Information-----

Donation To: [NPO name]

Donation Amount: \$[initial donation amount].00

Tax Deductible Amount (thank you gift value not tax-deductible): [Donation Amount + transaction fee - thank you gift market value]

Frequency: [display if recurring donation]

First Name: [fname]

Last Name: [lname]

Address 1: [address 1]

Address 2: [address 2; do not display if blank]

City: [city]

State: [state]

Zip/Postal Code: [zip]

Phone/Ext: [phone] [ext; do not display if blank]

Email: [email]

-----Thank You Gift Information-----

Name: [name of thank you gift selected]

Market Value: [market value of thank you gift defined in configuration menu]

-----Dedication Acknowledgement-----

It is your organization's responsibility to send an acknowledgement of this gift.

[on behalf of, in honor of, or in memory of] [populated dedication field on donation page]

Personal Note: [personal note entered on acknowledgement form]

Request to send Acknowledgement:

By Mail

Recipient Name: [recipient name from acknowledgement form]

Address 1: [address 1 from acknowledgement form]

Address 2: [address 2 from acknowledgement form; do not display if blank]

City: [city from acknowledgement form]

State: [state from acknowledgement form]

Zip: [zip code from acknowledgement form]

By Email

Email Address: [email address from acknowledgement form]

-----Custom Question(s)-----

[question label]: [donor answer]

-----Signup for Mailing List-----

[mailing list label]: [donor response on donation page – yes/no]

-----Designation-----

Selected Designation: [designation selected on the donation page]

Questions?

If you have questions regarding donations, please refer to our Frequently Asked Questions [\[link to FAQs\]](#) or contact the Network for Good Customer Service team at [\[support@networkforgood.org\]](mailto:support@networkforgood.org) or call [\[NFG Support Phone\]](#) between [\[CS Admin Hours\]](#).

Sincerely,

The Network for Good Team