



# FORT BELVOIR ARMY COMMUNITY SERVICE 2024 OPERATION SUGARPLUM DONOR FORM

## PRIVACY ACT STATEMENT

- PRINCIPAL:** To collect data necessary to enroll DOD personnel and their family members in the Army Community Service client database. Also used as a tool to aid in delivery of services to DOD personnel and their family members. Statistical data will be provided to Department of the Army.
- ROUTINE USES:** Used as a record of (1) services requested; (2) services delivered; and (3) actions or services agreed upon. Upon data entry, form will be filed.
- DISCLOSURE:** Disclosure of information is voluntary. Failure to provide required information may result in the inability of Army Community Service to provide appropriate professional and/or development services to the individual.

## DONOR POINT OF CONTACT (POC) INFORMATION

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

WORK PHONE # (with area code): \_\_\_\_\_ EXT: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## ORGANIZATION INFORMATION

NAME \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

## DONATION INFORMATION

TYPE OF DONATION:     GIFT CARD(S)                       TOYS                       BOOKS  
                                   CLOTHING                                       HOUSEHOLD ITEM(S)

PLEASE ANNOTATE & DESCRIBE EACH TYPE OF DONATION(S) BELOW.

DONATION TYPE	QUANTITY	AMOUNT
		\$
		\$
		\$
		\$
	<b>TOTAL</b>	\$