



# Service Project Completion Form



**Project Night Night**  
1800 Gough Street, Suite 5  
San Francisco, CA 94109  
415-310-0360

[www.ProjectNightNight.org](http://www.ProjectNightNight.org)

[Kendra@ProjectNightNight.org](mailto:Kendra@ProjectNightNight.org)

**Organization/Club/Church/School/Individual Name and Address** (Please print clearly and press firmly)

*Donor / Drop Box Host Information (as it should appear in print for acknowledgment)*

Name: \_\_\_\_\_ Date: \_\_\_\_\_  Organization  Individual

Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Company Web Address: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

**We Have Completed Our Service Project:**

**1. We Coordinated a Donation Box:**

- We mailed our donations to Project Night Night on \_\_\_\_\_. (Please skip questions 2 & 3).
- We used the donations to prepare Night Night Packages.

**2. We Prepared Night Night Packages:**

- We donated \_\_\_\_ [enter number] of packages to \_\_\_\_\_ [enter shelter name] on [enter date].
- We mailed on \_\_\_\_\_ [enter date of mailing and tracking number if applicable] all of the Night Night Packages that we assembled to Project Night Night for distribution

**We Are Requesting:**

We have completed our Service Project. In order to meet our goals and our promises to our organization and to others, we request the following:

- Letter acknowledging the tax-deductible nature of the contribution by each donor (please attach a list of donors including the donor's name, mailing address, and whether donation was cash or in-kind). Letters will be sent directly from Project Night Night.
- Acknowledgment of completion of community service requirement (Please attach a brief description of the duties you performed and the total hours such duty required. Also, please include any paperwork required to be completed.)

***Project Night Night Office Use Only***

**Service Project Completion Approved By:**

**Thank You Letter Sent:**

Gifts of property or cash to Project Night Night qualify as charitable contributions and are tax deductible in accordance with applicable law.  
**Federal Tax ID #20-2877016**