



Carmelite Sisters of the Most Sacred Heart of Los Angeles

**GENERALATE**

Office of Mission Advancement

# Major Gift Reporting

920 East Alhambra Road

Alhambra, California 91801-2799

Phone 626.289.1353 - Fax 626.308.1913

www.carmelitesistersocd.com

To: \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_ Please CC:  Apostolic President  
 Advancement Office

Apostolate: \_\_\_\_\_

Fund / Purpose: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DONOR INFORMATION – PLEASE PRINT LEGIBLY**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship with Apostolate: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

**For Advancement Office Copy, please include:**

- Copy of Check
- Written documentation of restriction if applicable