

MY STUFF BAG RECIPIENT INFORMATION REPORT

My Stuff Bags Foundation --- 5347 Sterling Center Drive --- Westlake Village, CA 91361
Phone: 818 – 865-3860 --- FAX #: 818-865-3865 --- Email: info@mystuffbags.org
www.mystuffbags.org

The My Stuff Bags Foundation requires a Recipient Information Report within two (2) months after an organization has received My Stuff Bags, even though the organization may not have distributed all the bags received. The My Stuff Bags Foundation finds this information important in analyzing the effectiveness of the My Stuff Bags program and essential in acquiring grants to help our organization continue to provide My Stuff Bags to the children you serve.

Please complete the following information and return this form to us at the above address, fax, email (info@mystuffbags.org) or submit online. The information below must be completed by a **Director or Senior Manager**. Completing this form and attaching a letter is a prerequisite for being considered for future My Stuff Bag shipments to your organization.

TYPE OR PRINT LEGIBLY

1. **Organization Name:** _____

2. **Address:** _____ **Email Address:** _____

3. **City:** _____ **State** _____ **Zip:** _____

4. **Date My Stuff Bags Received:** _____

5. **# of My Stuff Bags Received** _____

6. **# of My Stuff Bags Distributed to Date:** _____

7. **Please attach a letter on your letterhead which addresses the following questions:**

- Information and feedback as to the impact and reaction of the children receiving a My Stuff Bag.
- How does receiving the My Stuff Bags help you to better serve children?
- Please provide, if possible, a special story or anecdote about a child receiving a My Stuff Bag we can share with our supporters.

Print Director or Senior Manager's Name

Signature

Title