



# CANISTER REPORTING FORM

CIRCLE: \_\_\_\_\_ MONTH MONEY COLLECTED: \_\_\_\_\_

REPORTING PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

**TOTAL COLLECTED (should equal amount of enclosed check): \$** \_\_\_\_\_

## PLACEMENT

If notifying the KD office of canister placement for first time, please find space to include business address, phone & website. Also, include name and phone of Circle member servicing canister. KD office will get back to you with a newly issued canister number for future reporting.

## TRANSFER

If transferring a canister from one Circle to another, please find space to include the name of the former Circle and member as well as the new Circle and member taking over the canister.

(\*i.e., THEFT, CHANGE IN LOCATION, MERCHANT UPSET, OR SPECIAL STORIES WE CAN SHARE WITH THE COMMUNITY)

**Submit completed form to:**

The King's Daughters | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507  
Tel: 757.668.7098 | Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)