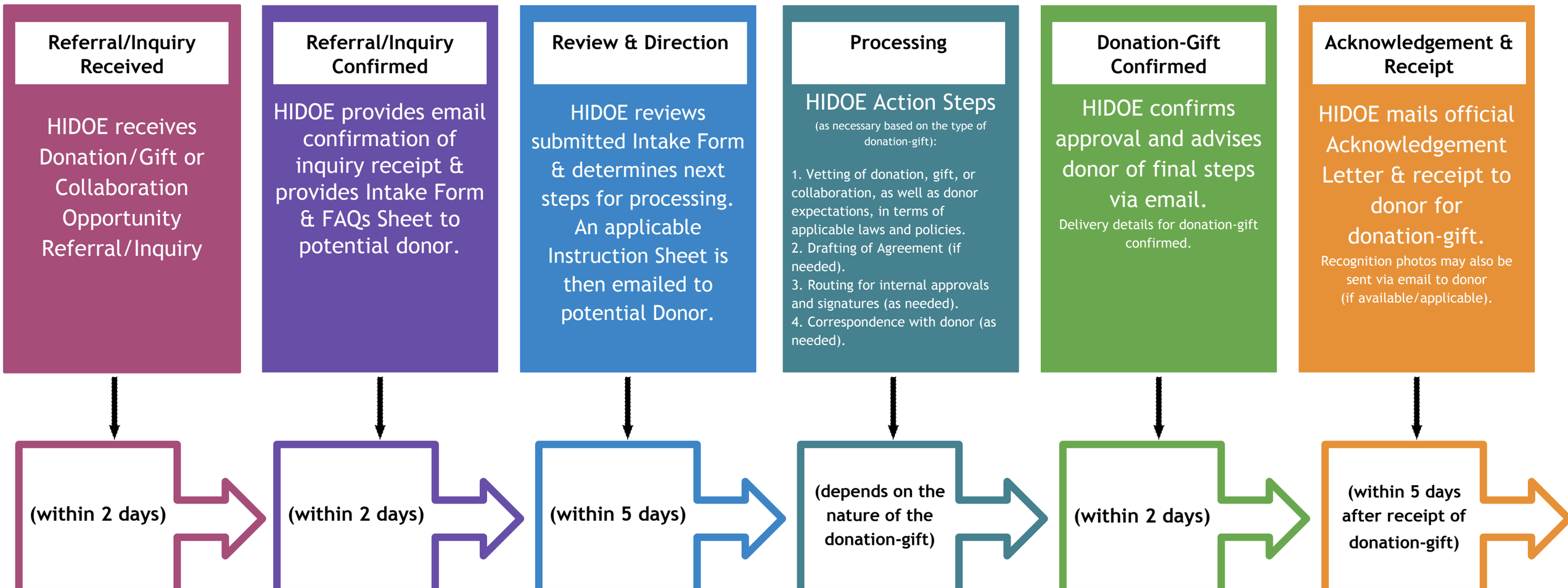DONATION/GIFT or COLLABORATION PROCESSING FLOW CHART