

Handling Donations

Online donations do not need to be handled any further. However, we suggest you thank your donors.

All other donations...

1. When you receive a pledge, write down the sponsors name, address, and pledge information in your pledge book. **If you do not enter their address, they cannot get a receipt.**
2. Attempt to collect your pledge as soon as possible.
3. Enter your personally received donation into Firstgiving online.
 - a. Log into your account
 - b. Select the “Your Fundraising” tab
 - c. Choose the add offline donation link
 - d. Enter in the information from your pledge book
 - e. If you collected a money order, enter that in as a check
 - f. If you receive a donation from a business, enter the Business name in the First Name field and * in the Last Name field.
 - g. Check off in your pledge book that you entered their pledge into Firstgiving
4. Keep all monies collected with your book, using the enclosed envelope. If you use additional books, please keep collected monies with the book in which you recorded the pledge.
5. Please help us comply with IRS regulations by **NOT DEPOSITING ANY CASH INTO YOUR PERSONAL BANK ACCOUNT**. Bring to your local bowling event. If you feel you must turn in these donations early, please bring your pledge book and money to your local event host (they will record this in the “date turned in” field).
6. Collect all pledge donations **PRIOR TO THE BOWLING EVENT!**
7. When bringing donations to the bowling event
 - a. Turn in promptly at registration with the pledge book
 - b. Separate any pledges not entered online