



Frequently Asked Questions

REGISTRATION

How do I join a local event? Find the location near you (online). Follow the directions or contact the host listed there.

TEAM CAPTAINS

What if my team wants to “challenge” another team? Let your host know as soon as possible! Be sure to announce challenges as well as other motivations such as team uniforms/costumes, team theme’s, and team goals to make your FUNdraising even more FUN!

I have someone that wants to raise funds on my team but they don’t want to participate in the activity, what do I do?

No one has to be part of the FUNdraising final celebration activity. Otherwise, they can have a substitute, just let the local event host know. The substitute should not register as a “fundraiser” BUT will still need to sign a waiver release.

What about cancellations or last-minute participants? Contact your host and let them know as soon as possible. The ability to participate in the activity is not guaranteed after the deadline date.

RAISING MONEY

Do I need a computer to join or raise funds? People today like the convenience associated with online giving. While FUNdraisers are not required to use online tools, creating a FirstGiving page to collect electronic funds through increases the likelihood of a donor giving considering this is the only way to a donor can give by credit/debit card.

How soon can I start fundraising? You can begin fundraising any time after you register with your host!

Do I need to use a fundraising book? If you will be collecting any donations in the form of cash, check or money order, you must use the book to record donor information and turn in with donations collected. If **ALL** donations you receive are by credit or debit card you only need to use a FirstGiving page.

What should I do if my book is full? Way to go! Contact your host. They will arrange to collect your money and book and replace it so that you can continue fundraising.

Help! I don’t know who to ask for donations? Fundraisers have the most success asking people they know. Start with your family, friends, associates, church groups, hairdresser, tax professional, auto mechanic, dentist, doctor, and chiropractor. Ask everyone! Remember, people are often blessed by giving. Don’t assume they don’t want to give just because they may be short of funds... don’t rob them of their opportunity to be blessed.

A business has asked for documentation what can I use? Provide them with a copy of the FUNdraising flyer ([available online](#)) completed with your personal information. If other documentation is requested, contact your local host.

How should checks be made out? All checks are made payable to **Special Touch Ministry, Inc.** If the donor wants to send money directly to Special Touch, provide them a copy of the donation flyer to include with their donation.

When will donors be receipted? For online donations, donors will receive an email shortly following donation processing. Offline donations **of \$20 or more** (unless requested by donor) will be receipted when the FUNdraiser has concluded and donations have been processed at the Special Touch National Office. Allow six to eight weeks following your final event to receive this receipt by mail.

What are these donations used for? Proceeds from FUNdraising for Special Touch help continue current programming, such as Special Touch Chapters of America and Special Touch Summer Get Away, along with developing new services to ease and enrich the lives of people impacted by disability. For further questions on where the money you given will be used, contact your local host.

How can I identify Special Touch as a legitimate charity to a potential donor? Special Touch Ministry is a 501c3 organization. Special Touch Ministry is registered with [GuideStar USA, Inc.](#), a leading organization designed to assist nonprofits in providing accountability and transparency to potential donors. Donors can find more information on the Special Touch profile.

USING FIRSTGIVING (OPTIONAL)

What donations are assessed processing fees? ONLY donations made by credit or debit card are assessed a processing fee. FirstGiving is unique in that it gives online donors the option of covering this fee when they sponsor a fundraiser. Offline donations are NOT assessed any processing fees, this includes those paid by cash or check and manually entered into FirstGiving (for tracking fundraising goals).

Do I need to enter offline donations into FirstGiving? To track fundraising and show donors the progress on reaching your fundraising goal, you may enter offline donations into your FirstGiving page. This option is available after you login to your FirstGiving account. We suggest each fundraiser set their personal goal at \$500.