



Instructions for Paper Donations Worksheet

1. Please first encourage donors to make their contributions online through your FirstGiving fundraising page. This way, Donors will receive immediate acknowledgement and confirmation.
2. **IMPORTANT:** The Donation Worksheet is to be used for donations received as cash or check only. Do not include anyone who has not paid or anyone who has made an online donation.
3. For tracking purposes you may also enter the donor's information on your personal fundraising page (login to your FirstGiving account, click through to your Krempels King of the Road Challenge fundraising page, then click on the "Add offline donation" link near the bottom of the of the center column and enter info), where they will be pending until we receive your Donation Form, checks or cash. These donations will then be confirmed in your fundraising total.
4. Only one participant per form.
5. Please make sure all participant info (name, contact info, etc.) is filled in.
6. Make sure all information blocks are completed for each donor. This is very important.
7. Please write legibly. We want to recognize your fundraising efforts as well as your donor's generosity.
8. Please ask that donors make their checks payable to Krempels Center.
9. You may provide donors with a receipt (see Fundraising Resources on the ride web site). Receipts are necessary if the donor wishes to claim their gift as a tax deduction.
10. Once you are ready to turn in your donations, please calculate the total dollars being paid by cash and check and complete the total fields at the bottom right of the form.
11. As a courtesy to your donors, please **NO NOT HOLD** checks (or cash) longer than 2 weeks. Send in your donations to us and start a new worksheet.

Completed forms and donations can be sent to:

Krempels Center

100 Campus Drive Portsmouth, NH 03801

For Questions, please call the Development Office: (603) 570-2026

July 27, 2016