



DONATION HANDLING PROCEDURES For Community Fundraisers

All community fundraising donations should be sent to:

Mercy Corps
Attn: Carlene Deits
45 SW Ankeny Street
Portland, OR 97204

**Checks should be made out to "Mercy Corps". Memo line can be the name of your event.*

**Please do not send cash through the mail. Please see cash instructions below.*

OVERVIEW

- **Tips and Tools.** We've done this before – we can help! If you haven't already done so, please contact Carlene Deits, our Community Fundraising Associate, who can provide ideas, forms and support for your event.
 - (503) 896-5878; fundraising@mercycorps.org
 - Community Fundraising FAQ:
<http://www.mercycorps.org/communityfundraising/faqs>
- **Tax Receipts.** As a 501(c)(3) charity, monetary donations to Mercy Corps are tax-deductible, and we provide receipts directly to all donors. In order for us to properly thank and send a receipt to those who have given at your event, you **MUST** provide a full name and mailing address for each donor.
 - If you don't provide a full name and mailing address, that donation will be considered "anonymous" and the donor will not receive a receipt.
 - Donors appreciate timely receipts. Please submit names and addresses as quickly as possible after your event.
 - If you expect to receive additional donations in the future, please submit what you have and send the rest when they come in. We can provide coded envelopes and other ways to track these donations so they will be properly credited to your event. Just ask!
 - Unfortunately, Mercy Corps does not accept and cannot receipt non-monetary gifts, such as clothing and food, auction item donations or any type of service.
- **Efficiency.** Help us be efficient – after your event, please use the Fundraising Tracking Form provided to summarize who gave at your event, the amount, and whether they gave by cash, check or credit.
 - Fundraising Tracking Form: www.mercycorps.org/pdfs/trackingfunds.pdf
- **Accuracy.** Please count the donations you received and make sure it adds up to the amount of cash, credit card and check donations you submit to Mercy Corps. Please use the Fundraising Tracking Form provided to add up the total.
- **Submitting Donations.** Please see the instructions below regarding how to handle and submit cash, credit cards and check donations.



DONATION-HANDLING MATERIALS MERCY CORPS CAN PROVIDE*

**Given resources available at the time of your event.*

- **For Portland-area fundraisers (pick-up and drop-off at Mercy Corps office is responsibility of fundraiser):**
 - Coded donation envelopes (for people to take home and mail their gift)
 - Donation slips (for use at event)
 - Mercy Corps donation collection bucket or box (vases, fish bowls and baskets also work well)
 - Sealable money bags
 - A cash box with lock
 - Informational materials (brochures, fact sheets)
 - Mercy Corps banner

- **For fundraisers outside Portland:**
 - Coded donation envelopes (for people to take home and mail their gift)
 - Donation slips (for use at event)
 - Informational materials (brochures, fact sheets)
 - Sealable money bags

- **Template messages Mercy Corps can provide:**
 - Invitation to donate via your Fundraising Page on Mercy Corps' website.
 - Invitation to attend your event, or donate online if unable to attend.
 - Request for item/services donations for your event from companies.
 - Reminders to donate.
 - Post-event thank you to attendees and those who couldn't attend but gave online.
 - Post-event thank you to companies that provided item/services gifts for your event.



HOW TO HANDLE DONATIONS

Cash, credit cards and checks (made out to "Mercy Corps")

- **Gather:**
 - Via Donation Envelopes
 - *For checks, cash, credit cards*
 - Ask Mercy Corps for donation envelopes. (Envelopes are coded for your event so you can track the total you raise)
 - Provide donation envelopes at your event and ask attendees to fill in the name and address spaces, put their donation inside, and give you the sealed envelope. Make clipboards available for people to write on.
 - Donors can also take an envelope home to fill out/mail later. *We suggest you send a reminder email one week later to increase the return rate. *(Please see Mercy Corps' template message you can use for your reminder.)*
 - Via Donation Slips
 - *For cash and credit cards (checks contain all the information we need so a donation slip is not necessary).*
 - Ask Mercy Corps for donation slips.
 - Provide donation slips at your event and ask attendees to fill out information (name, address, method of donation, credit card information if applicable). Make clipboards available for people to write on.
 - Via Laptop with Internet
 - *For credit cards*
 - [Set up a Fundraising Page](http://www.mercycorps.org/fundraising) (<http://www.mercycorps.org/fundraising>) and bring a laptop to your event – be sure you have access to wireless Internet.
 - Ask donors to enter their donation online via credit card.
 - If you don't set up a Fundraising Page, be sure to ask each donor to type in the name of your event in the "Comments" section when donating via the [general donation webpage](#).
 - Via Donation Collection Bucket or Box
 - *For checks and cash*
 - If in Portland, ask for a Mercy Corps donation collection bucket or box (vases, glass bowls and baskets also work well).
 - Ask attendees to put cash or checks into the bucket. If they'd like a receipt for cash gifts, they must also fill out a donation slip.
- **Handle:**
 - Please fill out a [Fundraising Tracking Form](#)
 - www.mercycorps.org/pdfs/trackingfunds.pdf
 - Mercy Corps is fortunate to have many supporters who host events on our behalf. This form helps us manage and provide receipts for the gifts from your event more efficiently by matching donor names and gifts, keeping track of totals and crediting the right event/organizer.

- Keep donation slips private and secure during the event, just as you would checks or cash.
 - If collecting donation slips in a transparent container, ensure top and bottom slips face inward to protect donor's private information both during the event and in transit after the event.
- If using a bucket or box, keep an eye on your collection point for safety.
- Take care when traveling with cash after your event. Some people carry it in a reusable grocery bag so they don't 'advertise' that they are carrying cash.

- **Methods to Submit:**

1. ***Mail: Cashier's check/money order (please do not mail cash), individual checks, donation slips, donation envelopes, and Fundraising Tracking Form to:***

Mercy Corps
 Attn: Carlene Deits
 45 SW Ankeny Street
 Portland, OR 97204

2. ***Visit: If you're in the Portland area, please set up an appointment with Carlene Deits, Community Fundraising Associate, to drop off donations at the Mercy Corps office.***
3. ***Online: Please do not submit donors' credit card donations online yourself. Credit card donation slips should be mailed to Mercy Corps for secure processing.***

- **Tips for Submitting:**

- If collecting cash, please help us be efficient by depositing cash at a bank and obtaining a cashier's check or money order. Please do not mail cash.
 - Banks will usually provide one for free or very low cost, especially if you let them know it's for a fundraiser.
 - If your cash donors would like receipts, you must submit names and addresses on donation slips or the fundraising tracking form for each individual donor along with the cashier's check/money order.
- Make sure the total on your Fundraising Tracking Form matches the amount of cash, checks and donation slips you submit to Mercy Corps.
- Please submit the funds you raised as soon after your event as you can.
 - Donors appreciate prompt receipts. Mercy Corps cannot provide receipts until you've submitted the names and addresses of your donors along with the funds raised.
 - If you expect more donations to trickle in, please submit what you have now, and send the rest later. This will allow us to start processing and getting receipts out to your donors.
 - Every time you submit funds, please send a Fundraising Tracking Form so we know who raised the funds and who to thank.

- If you have a [Fundraising Page](#), you can manually add the sum of donations you collected at your event so the grand total will be accurate.
 - After logging in to the Mercy Corps website, proceed to your page and click the “Edit” tab. The “offline” donations you collected are added to the “Additional Amount” field under the “Optional Fields” menu.
- **Tax Receipts and Thank-You’s:**
 - Mercy Corps will provide tax receipts and thank-you’s directly to individual donors using contact information from envelopes and/or donation slips that you submit.
 - If you do not submit a name and address for a cash or credit card donation (checks contain all the information we need), it will be considered “anonymous” and the donor will not receive a receipt.
 - If only a portion of the amount you raise will be donated (ie: “a \$75 dinner of which \$50 will be donated”), you must provide donor names and addresses to Mercy Corps so we can provide receipts for the donation portion of your event.
 - Be sure to thank your donors for their generous contributions and let them know the grand total raised. *(Please see Mercy Corps’ template message you can use for your thank you.)*

More Questions?

Please contact Carlene Deits, Community Fundraising Associate, at:

(503) 896-5878
fundraising@mercycorps.org