

# Managing Donations

## Checks, Credit Cards, Cash and Sponsors

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### Check your fundraising status online

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Every donation you receive is recorded in your eTools account for you. To view donation details, simply log on at <http://etools.teamintraining.org/signin> and click the “Donations” tab. Donations made through your fundraising webpage will show up immediately. When you receive donations in person or in the mail, you’ll need to submit those using the form included in this packet to our processing center—Paycor—before they show up online.

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### Processing offline donations

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#### Checks

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1. Checks should be payable to LLS.
2. If a check is made out to you, ask for a replacement or deposit the check into your bank account and write a replacement to LLS yourself. Fill out the Cash Donation Information in this packet to ensure your donors receive a tax receipt.
3. Write your name, team, sport, and Massachusetts Chapter in the memo section of each check.
4. Be timely. Paycor will return post-dated checks or checks dated older than 90 days.

#### Cash

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*Do not mail cash!* Write a check for the amount and complete the Cash Donation Information section of the donor form in this packet, or submit the amount via your fundraising page with a credit card.

#### Credit Cards

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If someone wants to use a credit card offline (not through your fundraising page), Paycor can accept Visa, MasterCard, Discover and American Express credit card numbers. Fill out the Credit Card Donation section of the donor form in this packet.

#### Matching Gift Checks

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1. Handle matching gift checks the same way you handle regular checks. Paycor credits you for the donor’s gift when they process the check – matching funds will be credited later after the verification process is complete on the matching gift.
2. Unless the matching company processes matching gifts online, you’ll need to get a form from the company and mail it to the Massachusetts Chapter office to get credit for the matching funds provided by the company. Read the section *More About Matching Gifts* and check with the company’s HR department if you aren’t sure about their process.

#### Foreign Currency

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1. The easiest way to accept foreign donations is via credit card, ideally through your website.
2. If you receive foreign cash or checks from foreign banks, please send these funds directly in to the Massachusetts Chapter office at address.

#### Submitting Offline Donations

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Mail your checks and completed Participant Donor Form to the following address:

The Leukemia & Lymphoma Society  
Massachusetts Chapter  
Department #906  
PO Box 145900  
Cincinnati, OH 45250

**Keep copies of everything you send to Paycor. Do not staple or tape checks to donor forms.** Please allow 10-14 business days from the time you mail donations for them to be posted to your account.

➔ **Tip!** UPS and FedEx won’t deliver to PO Boxes. **DO NOT USE UPS or FedEx;** use USPS only.

➔ **Tip!** Submit donations to Paycor as quickly as possible, because credit cards and checks expire.

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### Donor Privacy

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Your donor’s name will be entered in our database so they can be thanked for their donation and receive information about our programs. We do not share or sell our mailing list. If your donor does not want to be on our mailing list, block out their address on their check or do not include their address on the cash donation form in this packet. In this case, your donor will not receive a tax receipt from LLS unless you request one from your team manager.

# PARTICIPANT DONOR FORM

**IMPORTANT:** You must enclose this form with every batch of funds you submit to the accounting center at Paycor. Without this identification, we will not be able to credit these funds to your fundraising total.

Mail this form and your donations to:  
The Leukemia & Lymphoma Society  
Massachusetts Chapter  
Dept. #906  
PO Box 145900  
Cincinnati, OH 45250

Participant Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Leukemia & Lymphoma Society Chapter: \_\_\_\_\_

Chapter Name: MASSACHUSETTS CHAPTER

Event:       Walt Disney World Marathon Weekend       ING Miami Marathon and Half

In the box below, summarize your enclosed donations.

# of Donations Enclosed	Payment Type	TOTAL AMOUNT
_____	Checks/Money Order	\$ _____
_____	Credit Card	\$ _____
_____	<b>Grand Total</b>	\$ _____

## **MATCHING GIFTS**

For matching gifts, please send the actual donation from the donor to Paycor to be processed and send the matching gift paperwork directly to: The Leukemia & Lymphoma Society, Massachusetts Chapter, ATTN: TNT Matching Gifts, 9 Erie Drive, Natick, MA 01760.

**Make additional copies of this sheet as needed and copy completed forms for your records.**

## CREDIT CARD DONATION INFORMATION

Your Name: \_\_\_\_\_ Chapter: \_\_\_\_\_ Event: \_\_\_\_\_

Donor Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Donor Address: \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_  
Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3-digit code: \_\_\_\_\_ Amount \_\_\_\_\_

Donor Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Donor Address: \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_  
Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3-digit code: \_\_\_\_\_ Amount \_\_\_\_\_

Donor Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Donor Address: \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_  
Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3-digit code: \_\_\_\_\_ Amount \_\_\_\_\_

Donor Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Donor Address: \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_  
Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3-digit code: \_\_\_\_\_ Amount \_\_\_\_\_

Donor Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Donor Address: \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_  
Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3-digit code: \_\_\_\_\_ Amount \_\_\_\_\_

***Make additional copies of this sheet as needed and copy completed forms for your records.***

## CASH DONATION INFORMATION

Your Name: \_\_\_\_\_ Chapter: \_\_\_\_\_ Event: \_\_\_\_\_

Submit this form only after you have collected **cash** donations: 1) convert the cash (and any foreign currency) into a personal check or money order made payable to LLS. 2) Complete the form below for each check to ensure proper acknowledgment of the gift otherwise you will receive the acknowledgement instead of your cash donor. All information is required in order to process the cash donation. You may submit one check to cover multiple donations, just be sure to complete the form below for each donor.

Donor Name: _____	Amount: \$ _____
Donor Address: _____	Zip Code: _____
Donor Phone No: _____	Your check/money order # _____

Donor Name: _____	Amount: \$ _____
Donor Address: _____	Zip Code: _____
Donor Phone No: _____	Your check/money order # _____

Donor Name: _____	Amount: \$ _____
Donor Address: _____	Zip Code: _____
Donor Phone No: _____	Your check/money order # _____

Donor Name: _____	Amount: \$ _____
Donor Address: _____	Zip Code: _____
Donor Phone No: _____	Your check/money order # _____

***Make additional copies of this sheet as needed and copy completed forms for your records.***