



DONATION FORMS EXPLAINED

It's important to have Donation Forms on hand for your event for anyone that donates items or donates via check. This is our way of tracking their donation for tax purposes. You can download the form under Donation Receipts.

WHEN TO USE A DONATION FORM:

When someone donates to your campaign via check.

- Before you mail us any checks make sure that your donors **MAKE CHECKS PAYABLE TO BARBELLS FOR BOOBS** and fill out all the information on the Donation Form.
- Be sure to include the name of your Fundraising Page, so that we can attribute those funds to your campaign. Once we have all this information and the check has been deposited we will mail out a Donation Receipt to the Donor.
- If donors write you or your event a check, and then you turn around and donate that money via a different check, they will not receive a donation receipt. We can only write a donation receipt to whomever the check comes from.

When someone donates items to your event they may be tax deductible (prizes, raffle items, etc.).

- Make sure to include an itemized list for all donated goods and the Estimated Fair Market Value for each. Feel free to use the back of the form if needed.
- It goes without saying, but any funds generated by the donation of items needs to be contributed to your team's fundraising total. We trust that you will be honest in any and all financial reporting.

WHEN NOT TO USE A DONATION FORM:

When someone donates directly to your online fundraising page.

- When they enter their email during the online transaction a receipt will automatically be generated and sent to them.

Cash donations.

- We cannot give donation receipts for cash donations because there is no way for us to track it on our end. For us to give a receipt for cash, a Barbells for Boobs staff member must be directly handed (in person) the donation.
- Please do not mail us cash.
- If your event generates cash that needs to be deposited and applied to your fundraising total, please submit this through online donation to your team fundraising campaign OR mail in a check.