

Instructions for Donation Worksheet



- ❖ Encourage donors to make donations on-line through your personal web page. Donors will receive an immediate electronic acknowledgement.
- ❖ Use this form for donations received as cash or check. Do **not** include anyone who has not paid or anyone who has made an on-line donation.
- ❖ You may enter donor's information as a pledge on your personal web page prior to sending us this form.
- ❖ Make checks payable to: *The Dempsey Challenge*
- ❖ **As a courtesy to your donors, please DO NOT HOLD checks longer than 2 weeks.**
- ❖ **Please write legibly.** We want to recognize your fundraising efforts as well as your donor's generosity.
- ❖ Only **one** participant per form.
- ❖ To ensure proper credit for collected donations, please be sure to include your *Team Name* (if applicable) as well as the *First* and *Last Name* of the **Registered Participant**.
- ❖ Completed *Phone* and *Mailing Address* information is also vital to give proper credit to each participant.
- ❖ As with the participant, we would like to acknowledge each donor for their contribution. Ask donors to complete the donation line. Without this information, we will be unable to thank and receipt them for their support. Receipts are necessary if the donor wishes to claim their gift as a tax deduction.
- ❖ Clearly mark the payment method for each donation (*cash* or *check*). For donations made by check, include the check number.
- ❖ **In the event that one check covers multiple donations, clearly mark which donations are being covered by which respective check number.**
- ❖ Once you are ready to submit your donations, calculate the total dollars collected by cash and check and complete the total fields at the bottom right of the form.
- ❖ Reprint form as necessary.
- ❖ Completed forms and donations (*please do not mail cash!*) can be sent to: CMMC Development Office, 300 Main St, Lewiston, ME 04240 or dropped off at 29 Lowell St, 3rd Floor, Lewiston, Maine, M-F, 8: 00 am - 4:30 pm.

For questions, call the Development Office at (207) 795-2950 or email giving@cmhc.org.

Thank you for your support of The Dempsey Challenge!