



Connecting Stories of Hope

## How do I handle collecting donations, acknowledgements and thank you notes?

This aspect of your campaign is also an important one. Your friends, family, co-workers and community will be donating their time and/or money to help support you and ultimately the work of VBF. Collecting these donations and thanking the donors should be done in the following way.

**SMALL CASH DONATIONS:** Many of you will receive small cash donations from an event like a car wash, garage sale, or awareness sticker campaign. Please collect the cash donations. When your campaign is completed, send one check or money order to VBF.

As for thank you letters, we would suggest thanking donors verbally for small cash donations at the time the gift is made. If you would like to give or send a thank you card with our Federal Tax ID number printed on it for tax deduction purposes, we will make these available to you upon request.

**LARGER DONATIONS BY CHECK:** Some donors may wish to write a check directly to the Vascular Birthmarks Foundation. In this case, may we suggest that the check be written to VBF and given to you? You can then send the checks to our P.O. Box as they are given to you. We suggest this so that you know who has given to your campaign. If the checks are sent directly to us you must contact us by phone or email periodically to make inquiries. This procedure may result in a time lapse. For these larger donations made by check, you can use our preprinted thank you notes to acknowledge the donation or mark on your donation return form that you wish VBF to send a thank you.

**SHOULD DONOR ADDRESS BE ENTERED INTO VBF DATABASE?** Some of your donors will want to be entered into our database so they can receive future mailings such as newsletters from the foundation. Some of your donors may not want this. We will make a donation form available to you on which you can make this choice for them. This form should be returned with this indication to VBF so that we can enter this information.

**WHEN ARE THE DONATIONS DUE?** All donations should be sent to VBF no later than two weeks after completion of the campaign.

**Thank you and we look forward to working with you.**