



Contributors should send all non-web donations to:  
The V Foundation for Cancer Research  
Attn: Community Events  
14600 Weston Parkway  
Cary, NC 27513

## **COMMUNITY EVENTS OFFLINE DONATIONS**

Thank you for hosting an event to benefit The V Foundation. We hope your event was a success!

To ensure accurate reporting to your fundraising page, please follow the instructions below:

- Instruct your contributors to forward all donations directly to you.
- Mail in offline donations in one batch for your fundraiser with required forms.

### **CASH CONTRIBUTIONS**

Please do not mail cash! The V Foundation is not liable for lost or stolen donations during mailing.

- Convert into individual money order - payable to The V Foundation.
- Complete the Community Event Information form and Community Event Money Order Donation form.
- If a donor would like an acknowledgement for tax purposes, make sure to provide the donor's name and address.

### **CHECK CONTRIBUTIONS**

- Make checks payable to The V Foundation.
- Enclose checks with a Community Event Information form.

### **CREDIT CARD CONTRIBUTIONS**

- Credit card donations can be made through your online fundraising page.

If your event included ticket sales, sponsorship or an auction, please include in the "comments" section the fair market value (the estimated price of an item in market value) of the item(s) involved, the quantity of items, the amount received in exchange for the item and the donor who made the purchase. This is required for our records and for IRS compliance.

If a donation has been mailed offline but has not been credited to your fundraising event's total within two weeks, notify our community event's staff at [communityevents@jimmyv.org](mailto:communityevents@jimmyv.org).

**"DON'T GIVE UP ... DON'T EVER GIVE UP!"®**

919/380-9505 • 919/380-0025 (fax) • [www.jimmyv.org](http://www.jimmyv.org) • [communityevents@jimmyv.org](mailto:communityevents@jimmyv.org)



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## **COMMUNITY EVENT INFORMATION FORM**

Enclose this form with every batch of donations you submit to The V Foundation. Without this identification, we will not be able to credit these funds toward your fundraising goal.

Name of Event (as stated on your personal fundraising page)

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Web link to your personal fundraising page

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Date of Event

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Location of Event (City, State and ZIP)

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Event Organizer

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Event Organizer - Phone Number

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Comments:

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### **SUMMARY OF ENCLOSED DONATIONS**

Total Donation to The V Foundation: \_\_\_\_\_

Payment Type: \_\_\_ Checks \_\_\_ Money Orders

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## **COMMUNITY EVENT MONEY ORDER DONATION FORM**

### **DONATION 1**

Donor Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

Donor Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Donor Phone Number \_\_\_\_\_ Money Order # \_\_\_\_\_

### **DONATION 2**

Donor Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

Donor Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Donor Phone Number \_\_\_\_\_ Money Order # \_\_\_\_\_

### **DONATION 3**

Donor Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

Donor Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Donor Phone Number \_\_\_\_\_ Money Order # \_\_\_\_\_

### **DONATION 4**

Donor Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

Donor Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Donor Phone Number \_\_\_\_\_ Money Order # \_\_\_\_\_

Make additional copies of this sheet as needed. Copy completed forms for your files.

Thank you for your support of The V Foundation!

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