

## Donations Overview and Toolkit

You can raise money both online and offline. All gifts are 100 percent tax-deductible.

- **Online donations** are any donations made online through the runner's Race Roster fundraising page. If someone wishes to support your effort online, please direct them to your personal Race Roster fundraising page. Online gifts will be reflected on your Race Roster fundraising page in real time. Donors will receive a tax-receipt via email immediately after their donation is processed online.
- **Offline donations** are any donations not made through the runner's Race Roster fundraising page. All offline donations (personal checks made out to the Brigham and Women's Hospital) should be collected by the runner and sent to the Development Office at the address below, accompanied by one of the donor cover sheets on the next page.
- **Tracking** is required when mailing offline donations. FedEx, UPS, DHL, and USPS are all accepted. Please email [team@bhw.harvard.edu](mailto:team@bhw.harvard.edu) the shipping carrier/tracking number as soon as you mail offline donations. If you have any questions regarding how to find tracking, please email our team at [team@bhw.harvard.edu](mailto:team@bhw.harvard.edu) and we will assist you.

**Brigham and Women's Hospital  
Development Office  
2023 Falmouth Road Race  
263 Huntington Ave #318  
Boston, MA 02115**

### Please note donation do's and don'ts.

#### Do:

- Keep a copy of all checks and forms for your records.
- Send the shipping carrier/tracking number to [team@bhw.harvard.edu](mailto:team@bhw.harvard.edu).
- Let us know if a donor wishes to be anonymous.
- Be sure to ask if your donors' company has a matching gift program and the gift could be doubled!
- Make all checks payable to Brigham and Women's Hospital, with the runner's name listed in the memo line to ensure proper crediting. We cannot accept checks made payable to the runner.
- For general and matching gift inquiries email [team@bhw.harvard.edu](mailto:team@bhw.harvard.edu).

#### Don't:

- Mail cash. Instead, call or email us for the appropriate next step.
- Mail a check without sending [team@bhw.harvard.edu](mailto:team@bhw.harvard.edu) the shipping carrier and tracking number.
- Collect cash and write a personal check. This makes you the legal donor. Instead, call or email us for the appropriate next step.

**Cover Sheet for Offline Donations****Runner Name:** \_\_\_\_\_

I am enclosing (# of checks) \_\_\_\_\_. I am enclosing (total amount of donations) \$\_\_\_\_\_.

**Matching Gifts: Be sure to ask if your donors' company has a matching gift program and the gift can be doubled!**☐ **Matching gift form enclosed** ☐ **Online matching gift application submitted.**

Please complete the address section for each offline gift or check should the donor information not be provided. Please mail checks to: Brigham and Women's Hospital, Development Office, 2023 Falmouth Road Race, 263 Huntington Ave #318, Boston, MA 02115.

Donor/Company Name: \_\_\_\_\_

Company Contact Name (if applicable): \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Donation Amount: \_\_\_\_\_

Donor/Company Name: \_\_\_\_\_

Company Contact Name (if applicable): \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Donation Amount: \_\_\_\_\_

Donor/Company Name: \_\_\_\_\_

Company Contact Name (if applicable): \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Donation Amount: \_\_\_\_\_