



TEAM V DONATION

Team V members should send all non-web donations to: The V Foundation office
Attn: Team V
106 Towerview Court
Cary, NC 27513

Instruct your contributors to forward all donations directly to you. Do not have your contributors send donations directly to The V Foundation.

In order to effectively process your contributions, to ensure accurate and timely postings to your account, and to allow your donor's gift to be tax deductible, it is important that you closely follow the instructions outlined below.

Cash Contributions: DO NOT MAIL CASH! Each cash or check/foreign currency gift should be converted into its own individual money order (payable to The V Foundation). If your donor would like an acknowledgement for tax purposes, provide their name and address on the money order. Do this for each individual donor that needs an acknowledgement. For those donors who do not need an acknowledgement for tax purposes, you may deposit their cash donation and write a check to The V Foundation.

Complete the cash donation form for cash and money orders. The V Foundation will not be liable for any lost or stolen donations.

Check Contributions:

1. Enclose your checks with a donation submission form and mail to The V Foundation. Checks must be made payable to The V Foundation.
2. Include the runner's name and Rock 'n' Roll Raleigh in the notes section.

Credit Card Contributions: Please direct your donor to call 919-380-9505 to make a credit card donation. For you to get credit, the donor must let the operator know he/she is contributing on your behalf to Team V. The donor may also donate online through your activegiving.com individual fundraising page.

Matching Gifts are three parts:

1. The original donation to be matched is sent to The V Foundation.
2. Matching gift confirmation forms/requests are sent with a copy of the donation to be matched to The V Foundation.
3. Matching Gift Company payouts should be sent to The V Foundation.

VERY IMPORTANT: To ensure timeliness and accuracy, please use only the donation submission form attached to submit your donations to The V Foundation. Do not send any listings, donor pledge cards, donor letters, etc. to The V Foundation. These items are not necessary and add to your mailing costs. Keep these on file for your own records.

*****Donations you send into the V Foundation will appear in the "Offline Donations" section of your personal website. You can monitor your progress by going to your on-line fundraising page to see where the Foundation has entered the donation onto your page.***

DONATION SUBMISSION FORM

IMPORTANT: You must enclose this form with every batch of funds you submit to The V Foundation. Without this identification, we will not be able to credit these funds toward your fund raising goal.

Participant Information Section

In this section, please use the same information entered into your on line registration

First Name

Last Name

Phone

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Street

Email Address

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City

State

Zip

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In the box below, summarize your enclosed donations.

**# of Donations
Enclosed**

Payment Type

TOTAL AMOUNT

Checks/Money Order

\$_____

Credit Card

\$_____

Grand Total

\$_____

Matching Gift Contributions: If sending matching gift contributions to The V Foundation please send forms with donation submission form.

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

For cash donations, please convert each cash donation or foreign currency into its own money order. Complete the form below to ensure proper acknowledgment of the gift.

CASH DONATION FORM

Your Name: _____

Donor Name: _____ Amount: \$ _____

Donor Address: _____

City: _____ State: _____ Zip Code: _____

Donor Phone No: _____ Money order # _____

Donor Name: _____ Amount: \$ _____

Donor Address: _____

City: _____ State: _____ Zip Code: _____

Donor Phone No: _____ Money order # _____

Donor Name: _____ Amount: \$ _____

Donor Address: _____

City: _____ State: _____ Zip Code: _____

Donor Phone No: _____ Money order # _____

Donor Name: _____ Amount: \$ _____

Donor Address: _____

City: _____ State: _____ Zip Code: _____

Donor Phone No: _____ Money order # _____

Donor Name: _____ Amount: \$ _____

Donor Address: _____

City: _____ State: _____ Zip Code: _____

Donor Phone No: _____ Money order # _____