



Wingspan Fundraising Pass-the-Hat Events Donation Guidelines

Wingspan gladly accepts monetary donations contributed at unofficial Wingspan group gatherings. We want everyone to feel their gifts are welcomed and appreciated. We ask that you recognize and follow these guidelines when collecting gifts and submitting the lump sum to Wingspan.

1. Prior to gathering money, announce that:

- Any size gift is greatly appreciated
- Wingspan will not be able to recognize each individual for their contribution
- Wingspan will not be able to provide Charitable Giving Tax Deduction documentation for cash contributions. Without documentation, you will not be able to deduct this cash gift on your taxes.
- If you wish to donate by check, please fill out a Donor Envelope
- If you wish to donate \$25 or more, please fill out a Donor Envelope

2. Pass the Hat!

3. Have one person from your gathering be responsible for making the total group contribution to Wingspan. This person should submit the total amount in a single Wingspan Donor Envelope.

4. If a Donor Envelope is not available, please include all of the following information with the group gift:

Contributor Name: _____

Group Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone Number: - - Make primary contact number

Work Phone Number: - - Make primary contact number

Email Address: _____

This is a gift in honor of _____

This is a gift in memory of _____

If gift is in honor of or in memory of, please send acknowledgement to (if other than person above): _____

Address: _____

City: _____ State: _____ ZIP: _____

THANKS!