

# Checks, cash, and tracking offline donations

## CHECKS

Ask donors to send checks made out to "OAR" directly to you.

Once you've received the checks, make note of the total amount so you can update the offline section of your Firstgiving page (see below). Make sure your name and event is written in the memo line of each check.

TIP: Use the optional offline donation record form to keep track of your total.

Mail checks to the OAR office (2000 N 14<sup>th</sup> Street Ste. 710, Arlington VA 22201). Upon receipt of the checks, OAR will mail a thank you letter/tax deduction receipt, so the sooner you mail them in, the better for your donors!

## CASH

If someone gives you cash, please write a personal check for the amount before sending to OAR. In this case, it's very important to include the donor's name and address so OAR can mail them a thank you letter/tax deduction receipt.

# How to keep track of offline donations on your Firstgiving page

Firstgiving does not allow OAR to update the offline donations total on your personal webpage. Please follow the steps below to update it on your own before sending your checks to OAR.

- Select the **Your Account** icon from the top right of [www.firstgiving.com/oar](http://www.firstgiving.com/oar)
- Use your email address and password to log in
- Select the **Your Fundraising Pages** tab
- Locate the **Page Summary** box on the right. Click **Update** (located under "Raised Offline to Date")
- Scroll to the bottom of the page to the **Amount Raised Offline** field. Enter your amount in the yellow box.
- Select **Save and Continue** from the bottom of the page.

EXTRA TIP: Some runners want to include Offline Donor names/amounts on their webpage. To do this, simply type the names and amounts in your personal text box area.