







## WHAT TO DO

## WITH YOUR CASH & CHECK DONATIONS?

- Log in to your personal DonorDrive fundraising page at extra-life.org to enter your cash and check donations into the system. See below for instructions on how to enter cash and check donations.
- Fill out the Check & Money Order Donation Form included in this packet.

  Make sure to include your information along with your cash/check
  donor information.
- Mail Check & Money Order Donation Form along with donations to:

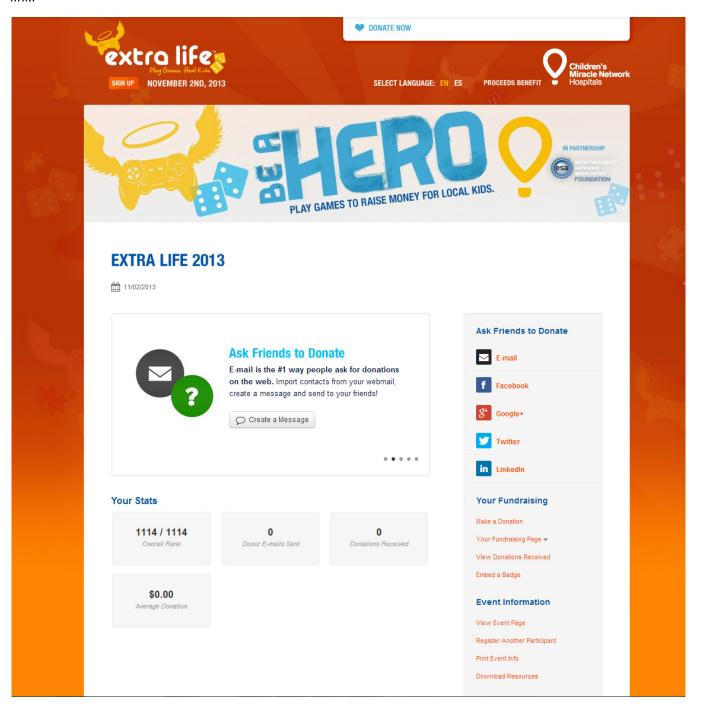
Children's Miracle Network Hospitals Attn: Extra Life 205 West 700 South Salt Lake City, UT 84101

Please make checks payable to Children's Miracle Network Hospitals.

For security reasons, please do not mail cash. If you receive a cash donation, we recommend that you obtain a money order.

## How to Add Cash or Check Donations to Your Personal Fundraising Page

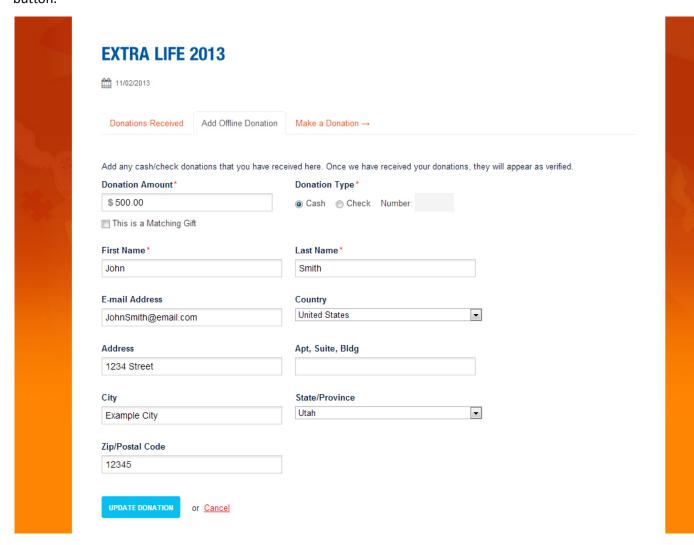
**Step 1:** Log in to your personal fundraising page on Extra-Life.org. Click on the "View Donations Received" link:



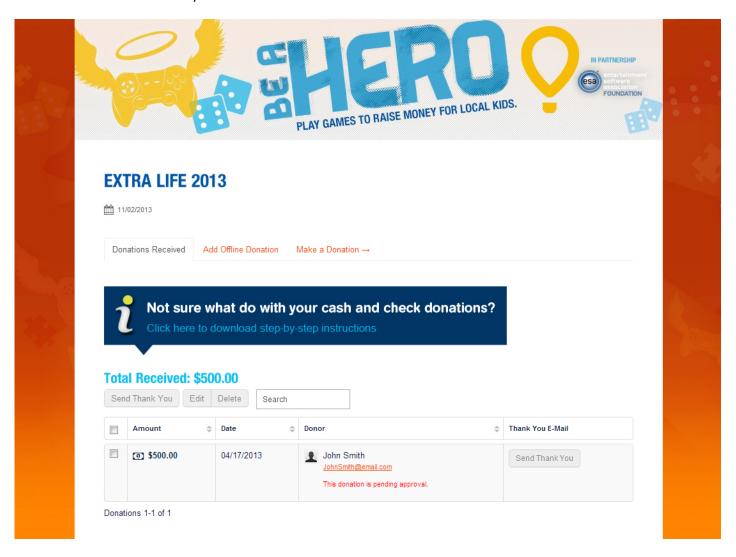
**Step 2:** Click on the "Add Offline Donation" button to enter your donations.



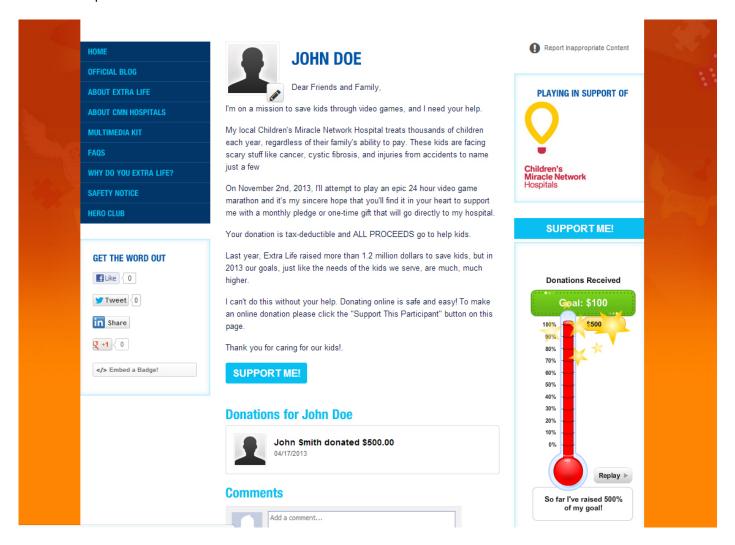
**Step 3:** Fill out the donor information for your cash or check donation and click the "Add Donation" button.



**Step 4:** The cash and check donations will show up in the "Donations Received" section where they can be edited or deleted at any time.



**Step 5:** Cash and check donations entered into the system will show up on your personal page and thermometer, but will not be credited to the main event total until received by Children's Miracle Network Hospitals.



## Check & Money Order Donation Form



| Participant's Name                          | Em   | Email Address                        |                  |     |                  |
|---|--|--------------------------------------|------------------|-----|------------------|
| Address                                     | City   | ·                                    | State/Province   |     | Zip              |
| Please make checks payable to: <b>Child</b> | <b>dren's Miracle Network Hospitals</b> . Fo | r security reasons, <b>please do</b> | o not mail cash. |     |                  |
| Mailing Address: Children's Miracle I       | Network Hospitals, Attn: Extra Life, 20      | 5 West 700 South, Salt Lake          | City, UT 84101   |     |                  |
| Donor's Name                                | Address                                      | City                                 | State/Province   | Zip | Donation Amount* |
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• If donation is being made to benefit a hospital outside of the United States, please contact that hospital to request an official tax receipt.

<sup>\*</sup>Per IRS Publication 1771, any individual contribution of \$250 or more will be mailed a tax receipt, given that all contact information is provided.