



## WHAT TO DO WITH YOUR CHECK AND CASH DONATIONS

*Have a check or cash donation and not sure what to do with it?* Follow the instructions below and we'll make sure it's credited to your fundraising page:

1. Make checks payable to: **Children's Miracle Network Hospitals** and have the donor write your name in the memo line
2. **Add the Offline Donation** to your Extra Life Account (pages 2-4)
3. **Fill out the Check & Money Order Donation form** included in this packet (page 5). Make sure to include your information along with your cash/check donor information.
4. **Mail the Check & Money Order Donation form and donations to:**  
Children's Miracle Network Hospitals  
ATTN: Extra Life  
205 West 700 South  
Salt Lake City, UT 84101

**If your donor is giving you cash**, please get a Cashier's Check or Money Order, and put your name in the memo line (we don't want any cash to get lost in the mail!).

Our awesome accounting department will deposit your check when it gets to our office. **As long as your name, as listed on your Extra Life account, is mentioned on the check and noted that the funds are for Extra Life**, they will be sure to allocate the funds to your Extra Life page.

Because of mailing and processing times, please allow about **two weeks** for offline donations to be reflected on your fundraising page.

# HOW TO ADD CHECK OR CASH DONATIONS TO YOUR PERSONAL FUNDRAISING PAGE

**Step 1:** Log into your personal fundraising page on [www.extra-life.org](http://www.extra-life.org)  
Hover over the icon “Donations” and click “Add Offline Donation”

The screenshot shows the user's dashboard on the Extra Life website. At the top, a navigation bar includes links for 'Your Page', 'Team Page', 'Dashboard' (highlighted with a yellow box), 'Donations', 'Messages', and 'Resources'. A user profile for 'Christine' is visible on the right. Below the navigation bar are site-wide links: 'ABOUT', 'EXPERIENCE', and 'COMMUNITY'. The main header features the 'extra life' logo with the tagline 'Play Games. Heal Kids.', the 'BENEFITING Children's Miracle Network Hospitals' logo, the 'POWERED BY twitch' logo, and a 'SIGN UP' button.

The user's profile section displays a profile picture of a woman with green wings and a halo, the name 'SUPER SMILEY FACE', and a 'DONATE' button. Below the name, it shows 'Gaming Coworkers', '3RD YEAR' with three stars, and 'YOUR OVERALL RANK: 684'.

On the left, a fundraising progress bar shows 'RAISED \$20' and a 'GOAL: \$100'. On the right, the 'MY BADGES' section shows three icons: Facebook, a heart with wings, and a pencil, with a link to 'Achievements'.

At the bottom, there are navigation tabs for 'MY STORY', 'DONATIONS', and 'SETTINGS'. A box on the right indicates 'PLAYING IN SUPPORT OF' with a small logo.

**Step 2:** Fill out the donor information for your cash or check donation and click the “Add Donation” button.

[Click here](#) to download and print your offline donation form. Please note that offline donations will remain on the form until they have been received and processed by Children’s Miracle Network Hospitals. Please strike through any offline donation entries for which you have already mailed in checks.

<b>Donation Amount*</b> <input type="text" value="\$0.00"/>	<b>Donation Type*</b> <input checked="" type="radio"/> Cash <input type="radio"/> Check Number: <input type="text"/>
<input type="checkbox"/> This gift is matching eligible	
<b>First Name*</b> <input type="text"/>	<b>Last Name*</b> <input type="text"/>
<b>Email Address</b> <input type="text"/>	<b>Country</b> <input type="text" value="United States"/>
<b>Address</b> <input type="text"/>	<b>Apt, Suite, Bldg</b> <input type="text"/>
<b>City</b> <input type="text"/>	<b>State/Province</b> <input type="text" value="[Select...]"/>
<b>Zip/Postal Code</b> <input type="text" value="12345(-1234)"/>	

[Cancel](#)

**Step 3:** The cash and check donations will show up in the “Donations Received” section where they can be edited or deleted at any time.

The screenshot shows a navigation bar with three items: 'DONATIONS RECEIVED' (highlighted with a yellow box), 'ADD OFFLINE DONATION', and 'MAKE A DONATION →'. Below this are two buttons: 'DOWNLOAD OFFLINE DONATION FORM' and 'DOWNLOAD LIST OF DONORS'. A progress bar indicates 'You've raised 21% of your goal!' with '\$21 Raised' on the left and '\$100 Goal' on the right. At the bottom, there is a search bar labeled 'Search Donations...' and a button labeled 'THANK YOUR DONORS'.

**Step 4:** 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.

The screenshot shows a fundraising profile. On the left, a thermometer displays 'RAISED \$20' and 'GOAL: \$100'. On the right, the 'MY BADGES' section features three icons: a Facebook 'f' logo, a heart with wings, and a pencil icon. Below these icons is the text 'Achievements'.

**Step 5:** Thank your donors, and keep up the amazing work For The Kids!

# Check & Money Order Donation Form



Participant's Name \_\_\_\_\_  
 Address \_\_\_\_\_

Email Address \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip \_\_\_\_\_

Please make checks payable to: Children's Miracle Network Hospitals. For security reasons, please do not mail cash.  
 Mailing Address: Children's Miracle Network Hospitals, Attn: Extra Life, 205 West 700 South, Salt Lake City, UT 84101

Donor's Name	Address	City	State/Province	Zip	Donation Amount*

\*Per IRS Publication 1771, any individual contribution of \$250 or more will be mailed a tax receipt, given that all contact information is provided.  
 If donation is being made to benefit a hospital outside of the United States, please contact that hospital to request an official tax receipt.