



Contributors should send all non-web donations to:  
The V Foundation for Cancer Research  
Attn: Delta Chi  
14600 Weston Parkway  
Cary, NC 27513

## **DELTA CHI OFFLINE DONATIONS**

Thank you for hosting an event benefiting The V Foundation. We hope your event was a success!

To ensure accurate reporting to your fundraising page, please follow the instructions below:

- Instruct your contributors to forward all donations directly to you.
- Mail in offline donations in one batch for your fundraiser with required forms.

### **CASH CONTRIBUTIONS**

Please do not mail cash! The V Foundation is not liable for lost or stolen donations during mailing.

- Convert into individual money order - payable to The V Foundation.
- Complete the Delta Chi Information form and Delta Chi Money Order Donation form.
- If a donor would like an acknowledgement for tax purposes, make sure to provide the donor's name and address.

### **CHECK CONTRIBUTIONS**

- Make checks payable to The V Foundation.
- Enclose checks with a Delta Chi Information form.

### **CREDIT CARD CONTRIBUTIONS**

- Credit card donations can be made through your online fundraising page.

If your event included ticket sales, sponsorship or an auction, please include in the "comments" section the fair market value (the estimated price of an item in market value) of the item(s) involved, the quantity of items, the amount received in exchange for the item and the donor who made the purchase. This is required for our records and for IRS compliance.

If a donation has been mailed offline but has not been credited to your fundraising event's total within two weeks, notify our staff at [deltachi@jimmyv.org](mailto:deltachi@jimmyv.org).

**"DON'T GIVE UP ... DON'T EVER GIVE UP!"®**

919/380-9505 • 919/380-0025 (fax) • [www.jimmyv.org](http://www.jimmyv.org) • [deltachi@jimmyv.org](mailto:deltachi@jimmyv.org)



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## **DELTA CHI INFORMATION FORM**

Enclose this form with every batch of donations you submit to The V Foundation. Without this identification, we will not be able to credit these funds toward your fundraising goal.

Delta Chi Chapter Name

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Web link to your personal fundraising page

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Event Organizer

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Event Organizer - Phone Number

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Comments:

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### **SUMMARY OF ENCLOSED DONATIONS**

Total Donation to The V Foundation: \_\_\_\_\_

Payment Type: \_\_\_ Checks \_\_\_ Money Orders

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## **DELTA CHI MONEY ORDER DONATION FORM**

### **DONATION 1**

Donor Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

Donor Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Donor Phone Number \_\_\_\_\_ Money Order # \_\_\_\_\_

### **DONATION 2**

Donor Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

Donor Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Donor Phone Number \_\_\_\_\_ Money Order # \_\_\_\_\_

### **DONATION 3**

Donor Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

Donor Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Donor Phone Number \_\_\_\_\_ Money Order # \_\_\_\_\_

### **DONATION 4**

Donor Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

Donor Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Donor Phone Number \_\_\_\_\_ Money Order # \_\_\_\_\_

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

Thank you for your support of Delta Chi and The V Foundation!

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