



# GIVE HUMANE

San Diego Humane Society's Day of Giving

## PROCESSING DONATIONS

Give Humane donations can be made in many ways so we've created this handy guide to help ensure all funds you raise are recorded and credited accurately.

### CASH & CHECKS

Place all funds in a sealed envelope with the following information:

- Your team name.
- Name of participant(s) who should receive credit.
- Date and name of event or item sale (if applicable).
- Any split needed between teammates (if applicable).

Deliver the envelope to the beige Data Team Lockbox in the Philanthropy/Admin area at the San Diego Campus, or you can send an interoffice envelope addressed to James Cunningham in Philanthropy.

### Reminder

Please turn in all donations received from events within 7 days.

Thank you and happy fundraising!



Have questions? Need help?  
#TeamDOG is here for YOU!  
givehumane@sdhumane.org

### OTHER OPTIONS

#### Individual Donations

If someone wants to support your Give Humane efforts, the best way to process their donation is directly on your personal fundraising page. Be sure you provide a link to your page, and the donor starts by clicking on the orange "Donate" button beneath your name. Donors can use a credit or debit card, a bank transfer or even PayPal right on your page!

#### Team Donations

If a donation is for your team (i.e. from a fundraising event) and needs to be credited to more than one team member, you should plan to have a credit card swiper from Philanthropy available. Once the event ends, please let #TeamDOG know how the total donations should be split between teammates.

