



WHAT TO DO

WITH YOUR CASH & CHECK DONATIONS?

1

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.

2

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.

3

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:

The screenshot shows the Extra-Life.org fundraising page for November 2nd, 2013. The page has an orange background with a white banner at the top that reads "BE THE HERO" in large blue letters, with "PLAY GAMES TO RAISE MONEY FOR LOCAL KIDS." below it. To the left of the banner is a yellow game controller with wings and a halo, and to the right is a yellow lightbulb. The banner also includes the ESA Entertainment Software Association logo and the text "IN PARTNERSHIP WITH ENTERTAINMENT SOFTWARE ASSOCIATION FOUNDATION".

At the top left, the Extra-Life logo is displayed with the tagline "Play Games. Heal Kids." and a "SIGN UP" button. To the right of the logo is the date "NOVEMBER 2ND, 2013". At the top right, there is a "DONATE NOW" button, a language selector for "EN" and "ES", and a "PROCEEDS BENEFIT" button. Below the banner, the page title "EXTRA LIFE 2013" is shown, along with a calendar icon and the date "11/02/2013".

The main content area is divided into two columns. The left column features a "Your Stats" section with four boxes: "Overall Rank" (1114 / 1114), "Donor E-mails Sent" (0), "Donations Received" (0), and "Average Donation" (\$0.00). The right column features an "Ask Friends to Donate" section with a "Create a Message" button and a list of social media sharing options: E-mail, Facebook, Google+, Twitter, and LinkedIn. Below the social media options is a "Your Fundraising" section with links for "Make a Donation", "Your Fundraising Page", "View Donations Received", and "Embed a Badge". At the bottom of the right column is an "Event Information" section with links for "View Event Page", "Register Another Participant", "Print Event Info", and "Download Resources".

Step 2: Click on the “Add Offline Donation” button to enter your donations.

The screenshot shows the top banner of the Be a Hero website. On the left, there is a yellow game controller with wings and a halo, and two blue dice. The text "BE A HERO" is written in large, blue, stylized letters. Below it, the tagline "PLAY GAMES TO RAISE MONEY FOR LOCAL KIDS." is displayed. On the right, there is a yellow lightbulb icon and the ESA (Entertainment Software Association) logo with the text "IN PARTNERSHIP entertainment software association FOUNDATION".

Below the banner, the page title "EXTRA LIFE 2013" is shown in blue. Underneath, there is a calendar icon and the date "11/02/2013". A navigation bar contains three buttons: "Donations Received" (disabled), "Add Offline Donation" (active), and "Make a Donation →" (active).

A dark blue information box contains a white lowercase "i" icon, the text "Not sure what do with your cash and check donations?", and a link "Click here to download step-by-step instructions".

A light blue message box at the bottom states "You haven't received any donations."

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

EXTRA LIFE 2013

📅 11/02/2013

[Donations Received](#) [Add Offline Donation](#) [Make a Donation →](#)

Add any cash/check donations that you have received here. Once we have received your donations, they will appear as verified.

Donation Amount *

Donation Type * Cash Check Number:

This is a Matching Gift

First Name * **Last Name ***

E-mail Address **Country**


Address **Apt, Suite, Bldg**

City **State/Province**

Zip/Postal Code

or [Cancel](#)

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.



EXTRA LIFE 2013



📅 11/02/2013

Donations Received [Add Offline Donation](#) [Make a Donation →](#)

i Not sure what do with your cash and check donations?
[Click here to download step-by-step instructions](#)

Total Received: \$500.00

[Send Thank You](#) [Edit](#) [Delete](#)

<input type="checkbox"/>	Amount	Date	Donor	Thank You E-Mail
<input type="checkbox"/>	 \$500.00	04/17/2013	 John Smith JohnSmith@email.com <small>This donation is pending approval.</small>	Send Thank You

Donations 1-1 of 1

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.

HOME
OFFICIAL BLOG
ABOUT EXTRA LIFE
ABOUT CMN HOSPITALS
MULTIMEDIA KIT
FAQS
WHY DO YOU EXTRA LIFE?
SAFETY NOTICE
HERO CLUB

GET THE WORD OUT
Like 0
Tweet 0
Share
+1 0
Embed a Badge!

JOHN DOE
Dear Friends and Family,
I'm on a mission to save kids through video games, and I need your help.
My local Children's Miracle Network Hospital treats thousands of children each year, regardless of their family's ability to pay. These kids are facing scary stuff like cancer, cystic fibrosis, and injuries from accidents to name just a few
On November 2nd, 2013, I'll attempt to play an epic 24 hour video game marathon and it's my sincere hope that you'll find it in your heart to support me with a monthly pledge or one-time gift that will go directly to my hospital.
Your donation is tax-deductible and ALL PROCEEDS go to help kids.
Last year, Extra Life raised more than 1.2 million dollars to save kids, but in 2013 our goals, just like the needs of the kids we serve, are much, much higher.
I can't do this without your help. Donating online is safe and easy! To make an online donation please click the "Support This Participant" button on this page.
Thank you for caring for our kids!

SUPPORT ME!

Donations for John Doe
John Smith donated \$500.00
04/17/2013

Comments
Add a comment...

PLAYING IN SUPPORT OF
Children's Miracle Network Hospitals

SUPPORT ME!
Donations Received
Goal: \$100
100% 90% 80% 70% 60% 50% 40% 30% 20% 10% 0%
\$500
Replay
So far I've raised 500% of my goal!

Check & Money Order Donation Form



Participant's Name _____ Email Address _____

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.