



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

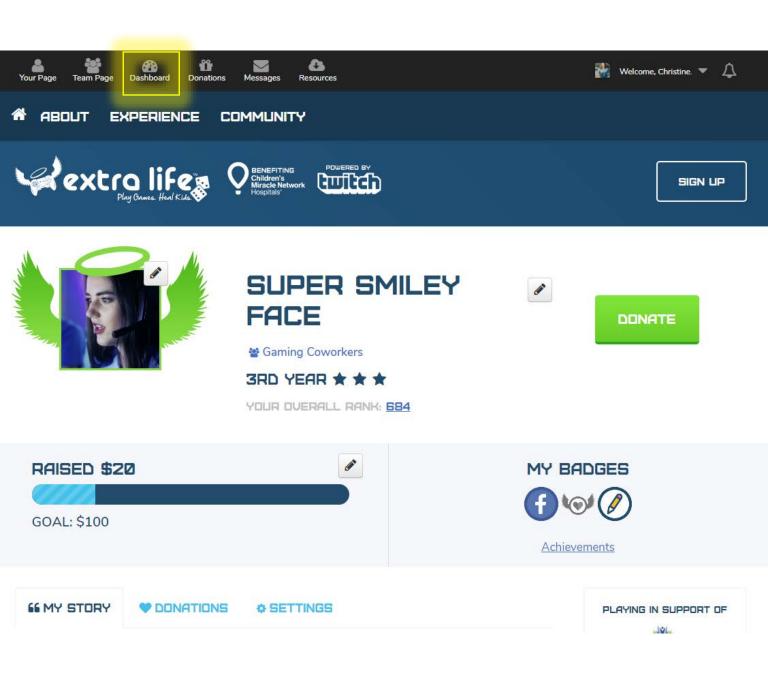
If your donor is giving you cash, please get a Cashier's Check or Money Order, and put your name in the memo line (we don't want any cash to get lost in the mail!).

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.

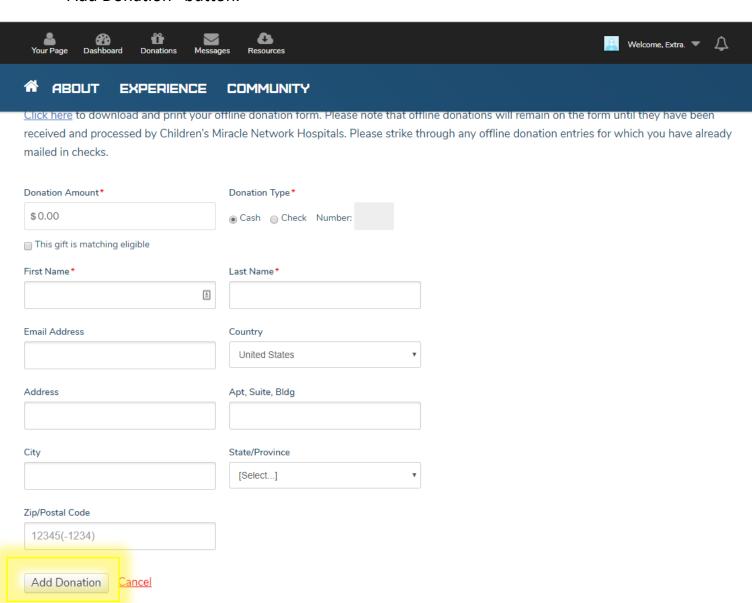
Because of mailing and processing times, please allow about **two weeks** for offline donations to be reflected on your fundraising page.

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

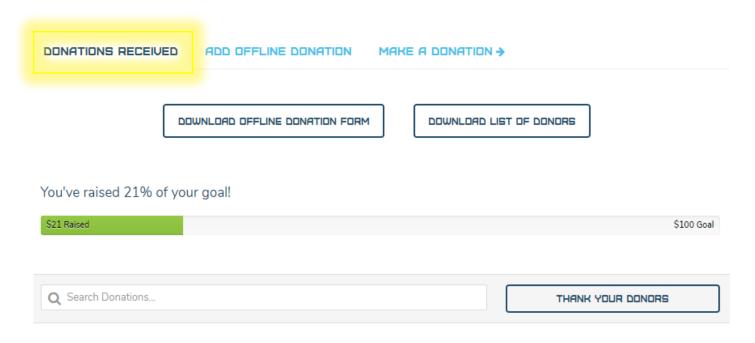
Step 1: Log into your personal fundraising page on www.extra-life.org Hover over the icon "Donations" and click "Add Offline Donation"



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



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.



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.



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

Check & Money Order Donation Form



Participant's Name	Email Address	Email Address		
Address	City State/Province		Zip	
Please make checks payable to: Children's Miracle Network H	•	· ·		
Mailing Address: Children's Miracle Network Hospitals, Attn:	Extra Life, 205 West 700 So	outh, 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 mailded 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.