

Yale SCHOOL OF MEDICINE

Fundraiser Guide to Offline Donations

AN OFFLINE DONATION IS A DONATION THAT YOU RECEIVE IN THE FORM OF CHECK. EVEN THOUGH THIS DONATION WAS NOT MADE THROUGH YOUR DIGITAL FUNDRAISING PAGE, WE CAN MANUALLY ADD IT TO YOUR PAGE SO YOU MAY BETTER TRACK YOUR FUNDRAISING PROGRESS.

If an individual would like to donate to your fundraiser via check, please provide them with the following instructions:

1. Make the check payable to **Yale University**.
2. In the memo line of the check, write the **name of the fundraiser** (e.g., Amy's Fundraiser for Breast Cancer).
3. Include the donor's **full name and email address** in a separate note.
4. Mail the donation and note via USPS to:

**Yale School of Medicine
Office of Development and Alumni Affairs
Attn: Madison Kester
P.O. Box 7611
New Haven, CT 06519-0611**

Once we receive the donation in the mail, we will add it to your fundraising page, and it will be reflected in your fundraising totals.

Please note: in order for the donor to receive their tax receipt, they must provide us with a valid email address. All checks must be made payable to Yale University, or they will be returned to sender.