

National Multiple Sclerosis Society Offline Gift Guidelines

The following guidelines were developed to assist you with entering offline gifts. Cash and check donations are not officially counted towards fundraising goals until they are received and processed by the chapter. If you have any questions or need further clarification, please contact your local chapter.

Cash

Do not send cash in the mail. Deliver cash to your chapter or convert into a check and attach a list of the individual donors, addresses and amounts. If a donor list is not included, you will receive credit for the donation (not your donors).

Personal Checks

Enter the name and address exactly as listed on the check.

For joint checks, please enter the name of the person who signed the check.

You can enter both names in the Name for Gift List field which will display in the Fundraising Honor Roll on your personal page.

Enter the check number.

Include your name on the check's memo line.

Send the check to your chapter for processing.

Address

Address is required for all off-line gifts.

Name for Gift List

The name entered in this field will scroll on your personal page's Fundraising Honor Roll. If nothing is entered, the donor's name will be listed. If you do not want a name to display, you must enter the word "Anonymous" in this field.

Matching Gift Forms

Do not enter this information as an offline gift. Please forward to the chapter for processing.

Company Checks

We recommend that you send Company Checks to the chapter for processing. Once the check has been received and processed, it will show up on your Fundraising Honor Roll.

If you would like to add a Company Check to your Participant Center, please enter the following information:

Enter "Company" in the First Name field.

Enter the Company Name in the Last Name field.

Enter the address exactly as listed on the check.

Enter the check number.

Enter the Company Name in the Name for Gift List field to ensure the name displays correctly.

Include your name on the check's memo line.

Send the check to your chapter for processing.

In the example below, ABC Company gives a participant a \$1,000 check number 45451212.

Enter any gifts you have received below:						Guidelines	Tell me more
* Name:	Title	First	Middle	Last	Suffix		
	<input type="text" value=""/>	<input type="text" value="Company"/>	<input type="text" value=""/>	<input type="text" value="ABC Company"/>	<input type="text" value=""/>		
Email:	<input type="text" value=""/>						
* Street 1:	<input type="text" value="100 Third Avenue"/>						
Street 2:	<input type="text" value=""/>						
* City/State/ZIP:	City	State/Province		ZIP/Postal Code			
	<input type="text" value="Denver"/>	<input type="text" value="CO"/>		<input type="text" value="80209"/>			
Country:	<input type="text" value="United States"/>						
* Gift Amount:	<input type="text" value="1000.0"/>						
* Payment Type:	<input type="radio"/> Cash						
	<input checked="" type="radio"/> Check						
	<input type="radio"/> Credit Card						
* Check Number:	<input type="text" value="45451212"/>						
<i>Use the options below to control how this gift appears on your personal page.</i>							
Name for gift list:	<input type="text" value="ABC Company"/>						
<input type="checkbox"/> Do not display the amount of this gift on my personal page.							
<input type="button" value="Save"/>	<input type="button" value="Save and Add Another"/>		<input type="button" value="Reset"/>	<input type="button" value="Cancel"/>			