



CASH AND CHECKS

We highly recommend that donations be made through your company's online fundraising pages. However, there is some fundraising that just doesn't work that way! Here are the steps for handling cash and checks:

- Assign one person (generally the Company Coordinator) to be the holder of all cash and checks.
- Bowlers will give all cash and checks into the appointed person, ideally by **three days prior to your event**.
- There are two ways for offline dollars (cash, checks, and matching gifts) to show up on your fundraising website totals. **Please pick one of the following and communicate your choice with JA and with bowlers.** Both options below also ensure that donors receive a tax receipt for their gift.

Bowlers log cash, checks, and matching gifts on their online page by visiting the **My Donations** page of their **Fundraising Tools** prior to the event.

-OR-

Bowlers turn cash, checks, and matching gift confirmations in to you to track using the **Offline Gift Template** Excel file and JA will upload those gifts to Qgiv.

- JAUM will come to your organization to pick up cash and checks to deposit. JAUM is happy to do this as often as necessary. General timing is two days prior to your event and/or one week post event.
- **PLEASE DO NOT bring cash and checks to the bowling alley.**
- If there is cash and checks exchanged at the alley (through raffles and other items of this nature), your Company Coordinator is responsible for making sure there is someone available to hold these in a safe location for the duration of the event. JAUM staff will bring a money bag to the alley for such situations and assist as needed. JAUM staff will take the money at the end of the event to be deposited and will email the company coordinator and JAUM with the deposit total and copy of the deposit slip on the business day following your event to be recorded in your fundraising total.
- If checks come in post event, they can be mailed to JAUM or arranged to be picked up by JAUM staff. All cash should be picked up by a JAUM staff member. (Please do not mail cash.)

PRO TIP

JAUM has several credit card readers for use at your event to minimize cash and checks being exchanged. Arrange this with JAUM prior to your event.

