

# Spring 2010

## DONATION PROCESSING INSTRUCTIONS

The Leukemia & Lymphoma Society utilizes **Paycor**, an accounting center based in Cincinnati, Ohio to process all Team In Training contributions. Attached is the Participant Donor Form, which you will complete and send in to the Accounting Center with your donations.

- The **Participant Donor Form** is a summary page that identifies you, your chapter, the event you are participating in, and gives a total of the donations enclosed.
- The **Credit Card Donation section** is used to list all information for credit card donations.
- The **Cash Donation section** is used to record donor information for cash contributions that have been converted into your personal check and/or for listing donor information that is not provided on a check  
(i.e., no address, or change of address.)

**Instruct your contributors to send ALL donations directly to YOU.**

**DO NOT have your contributors send donations directly to the Accounting Center P.O. Box.**

**In order to effectively process your contributions and to ensure accurate and timely postings to your account, it is important that you closely follow the instructions outlined below.**

### HANDLING CONTRIBUTIONS

- 1) **For Cash Contributions: DO NOT SEND CASH! Convert cash contributions and any foreign currency into a check or money order (payable to The Leukemia & Lymphoma Society).** Complete the Cash Donation section of the Participant Donor Form for all cash contributions to ensure proper acknowledgment of gift. The Paycor Accounting Center will not be liable for any lost or stolen cash donations.

**Foreign Currency:** by definition means any check that is drawn off of a NON-US Bank, OR does not have US dollars imprinted on the check. (US Dollars may not be hand written on the check). The participant must convert this type of donation into US dollars. Deposit the donation into your personal account and write a check for the amount of the US Currency and forward it to the Accounting Center with the completed Cash Donation section of the Participant Donor Form to ensure proper acknowledgement of the donation.

- 2) **For Check Contributions:** Simply batch and enclose.

[NOTE: If there is no address on the check, use the Cash Donation section of the Participant Donor Form to identify name & address of the donor to ensure proper acknowledgment of the gift.]

- **DO NOT STAPLE OR TAPE CHECKS TO DONOR FORMS.**
- **DO NOT SEND POSTDATED CHECKS-** hold these in your possession until the check date is valid.
- **DO NOT SEND CHECKS DATED OVER 6 MONTHS OLD-**these checks will not be accepted and will be returned. It is important to send in your donations in a timely manner.

- 3) **For Credit Card Contributions:** Complete the Credit Card Donation section of the Participant Donor Form for all credit card contributions. Be very careful to be accurate and complete when copying the credit card information (account number, expiration date, \$ amount), as errors will result in denied approval.
- 4) **For Matching Gift Contributions:** Mail the original check donation to Paycor like regular check donations. However, you will need to also make a copy of the donation and attach that to the matching gift form, and send those two items along with the applicable form from the matching company for processing to the Greater Los Angeles Chapter Office.

***[NOTE: All other correspondence should be directed to the Chapter.]***

### **FORWARDING CONTRIBUTIONS TO THE PAYCOR ACCOUNTING CENTER**

- 1) Accumulate your contributions and periodically forward them to the Paycor Accounting Center. Be sure to use sufficient postage.

**Please Note: DO NOT SEND YOUR DONATIONS VIA UPS or FEDEX - they will not deliver to a Post Office Box address.** You may use Express Mail or Priority Mail through the Post Office.

**Paycor Address:**  
The Leukemia & Lymphoma Society  
Greater Los Angeles Chapter  
Department #903  
PO Box 145900  
Cincinnati, OH 45250

You MUST allow 7-10 business days from the time you mail in your donations for them to be posted to your account.

Typically, your donations are posted within 48 hours from the time of receipt, but you must allow ample time for mail travel or processing delays.

- 2) Maintain a listing of your contributors until you receive your statement, in order to verify that all of your contributions have been properly posted to your account. We suggest you keep copies of your checks, money orders, etc. for your records.
- 3) Please review checks to ensure they are signed and dated.
- 4) **VERY IMPORTANT:** To ensure timeliness and accuracy, please use only the Participant Donor Form attached to submit your donations to the Accounting Center. Do not send any listings, donor cards, donor letters, etc. to the Accounting Center. These items are not necessary and add to your mailing costs.

### **STATEMENTS OF ACTIVITY**

Chapters periodically send out activity statements to participants. Please contact chapter staff at The Leukemia & Lymphoma Society with questions.

**DO NOT CONTACT THE ACCOUNTING CENTER DIRECTLY!**

# PARTICIPANT DONOR FORM

**IMPORTANT: You MUST enclose this form with every batch of funds you submit to the Accounting Center at Paycor. Without this identification, we will not be able to credit these funds to your fund raising total.**

Participant Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The Leukemia & Lymphoma Society Chapter: **Greater Los Angeles**

**Team:** \_\_\_\_\_

**Circle Event:**

- |   |  |
|---|--|
| <i>Carlsbad Half Marathon – Half Run</i>            | <i>Carlsbad Half Marathon – Half Walk</i>            |
| <i>Los Angeles Marathon – Full Run</i>              | <i>Los Angeles Marathon – Full Walk</i>              |
| <i>Mardi Gras Rock ‘n’ Roll Marathon – Full Run</i> | <i>Mardi Gras Rock ‘n’ Roll Marathon – Full Walk</i> |
| <i>Mardi Gras Rock ‘n’ Roll Marathon – Half Run</i> | <i>Mardi Gras Rock ‘n’ Roll Marathon – Half Walk</i> |
| <i>Toyota Desert Triathlon – International</i>      | <i>Toyota Desert Triathlon – Sprint</i>              |
| <i>Lavaman Triathlon – Olympic</i>                  | <i>Avia Wildflower Triathlon – Long Course</i>       |
| <i>Vineman Triathlon – Ironman Distance</i>         | <i>Solvang Century Ride</i>                          |

**In the box below, summarize your enclosed donations.**

# of Donations Enclosed	Payment Type	TOTAL AMOUNT
_____	Checks/Money Order	\$ _____
_____	Credit Card	\$ _____
_____	<b>Grand Total</b>	<b>\$ _____</b>

**Matching Gift Contributions:** Please send all matching gift contributions and forms directly to your LLS Chapter Office. If sent to the Accounting Center, they will be forwarded to your Chapter Office, which will result in a delay in processing.

**DO NOT SEND YOUR DONATIONS VIA UPS or FEDEX - they will NOT deliver to a P.O. Box!**  
 You may use Express Mail or Priority Mail through the U.S. Post Office.

**Paycor Address:**  
 The Leukemia & Lymphoma Society  
 Greater Los Angeles Chapter  
 Department # 903  
 PO Box 145900  
 Cincinnati, OH 45250

Make additional copies of this sheet as needed- copy completed forms for your files.

# CREDIT CARD DONATION INFORMATION

Participant Name: \_\_\_\_\_ Chapter: Greater LA Event: \_\_\_\_\_

Donor Name: _____	Phone No.: _____
Donor Address: _____	Zip Code: _____
Card #: _____	Exp. Date: _____ Amount \$ _____

Donor Name: _____	Phone No.: _____
Donor Address: _____	Zip Code: _____
Card #: _____	Exp. Date: _____ Amount \$ _____

Donor Name: _____	Phone No.: _____
Donor Address: _____	Zip Code: _____
Card #: _____	Exp. Date: _____ Amount \$ _____

Donor Name: _____	Phone No.: _____
Donor Address: _____	Zip Code: _____
Card #: _____	Exp. Date: _____ Amount \$ _____

Donor Name: _____	Phone No.: _____
Donor Address: _____	Zip Code: _____
Card #: _____	Exp. Date: _____ Amount \$ _____

Make additional copies of this sheet as needed- copy completed forms for your files.

# CASH DONATION INFORMATION

*For cash donations: convert the cash donation and any foreign currency into a check or money order. Complete this form to ensure proper acknowledgment of the gift.*

**Participant Name:** \_\_\_\_\_ **Chapter:** Greater LA **Event:** \_\_\_\_\_

Donor Name: _____	Amount: \$ _____
Donor Address: _____	
_____	Zip Code: _____
Donor Phone No: _____	Your check/money order # _____

Donor Name: _____	Amount: \$ _____
Donor Address: _____	
_____	Zip Code: _____
Donor Phone No: _____	Your check/money order # _____

Donor Name: _____	Amount: \$ _____
Donor Address: _____	
_____	Zip Code: _____
Donor Phone No: _____	Your check/money order # _____

Donor Name: _____	Amount: \$ _____
Donor Address: _____	
_____	Zip Code: _____
Donor Phone No: _____	Your check/money order # _____

Donor Name: _____	Amount: \$ _____
Donor Address: _____	
_____	Zip Code: _____
Donor Phone No: _____	Your check/money order # _____

**Make additional copies of this sheet as needed- copy completed forms for your files.**