

Over the Edge for Special Olympics Delaware
Extreme adventure ... extreme community impact!
May 10, 2012

Receipts for Donors

Here is how to handle receipts for your donors:

If you receive donations in check form:

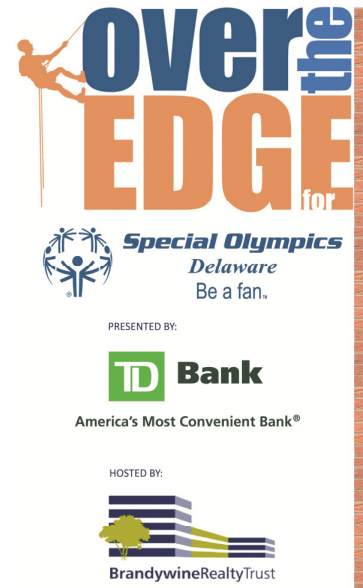
- Checks under \$250.00, the donor's check stub serves as their receipt.
- Those who make check donations above \$250 will receive a receipt either electronically or in the mail from Special Olympics Delaware.

All online credit card donations will automatically generate an electronic receipt from FirstGiving.

For cash donations, you can download the "Thank you Donation Letter—Cash Receipt" form to customize and print a receipt for your donors. You may also let donors know that Special Olympics Delaware's tax ID # is 23-7162877.

Once received, donations by check should be mailed or dropped off to Special Olympics Delaware at the address listed below as soon as possible. *All checks must include the following in the memo line: OTE—Participant's name.* Please instruct your donors to include an email address so we can send them an electronic receipt if at all possible.

Special Olympics Delaware—Over the Edge
University of Delaware
619 South College Avenue
Newark DE 19716



For additional information or questions contact: Lisa Smith 302-831-3482 lismith@udel.edu