

Information for Donor Receipts

If you receive donations in check form:

- The donor's cleared check can serve as their receipt
- Upon request, a donation receipt letter can be prepared and sent either electronically or in the mail for your donor. Simply contact our office at 302-831-4653.

All online credit card donations will automatically generate an electronic receipt from the Classy website. If for some reason this email is not received by the donor, please contact our office at 302-831-4653 and we are able to resend it.

For cash donations, simply record their information on your pledge sheet. If desired, a donation receipt letter can be prepared and sent either electronically or in the mail for your donor. Simply contact our office at 302-831-4653. You may also let donors know that Special Olympics Delaware's tax ID # is 23-7162877.

Once received, donations by check and cash should be mailed (only mail checks, not cash) 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, if they request a donation receipt letter, so we can send it to them electronically 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

