

## **Delco Gives - Offline Gifts Overview and FAQs**

### *What is an “offline gift”?*

An offline gift is any donation ***not*** made through the delcogives.org portal. Offline gifts can be gifts made through cash, check, or other online sites (your organization’s website, Facebook, Venmo, PayPal).

An offline gift **MUST BE A DONATION**. No goods or services are received by the donor for the donation. If there is a good/service received, e.g. an event ticket, there must be an amount over and above the value of the ticket to count.

OKAY: A person buys a ticket to a fundraiser lunch that is being counted toward Delco Gives. The ticket to the event is \$100, but the value of the lunch is \$40, so the donation amount is \$60. \$60 is what you would enter as the offline gift.

NOT OKAY: A person buys a ticket for a raffle, bingo, or other game of chance, per the IRS, this is not considered a tax-deductible donation.

### *What can be counted as an offline gift?*

Donations received April 1 – May 9 at 7:00 p.m. can count as an offline gift towards your Delco Gives totals (minimum gift is \$10).

- It must be clear that the donation is intended to go toward Delco Gives (e.g., it is in the description of the event, there is a note in the check memo, etc.). This is imperative to maintain community and donor trust with this event. Your organization may not save previous donations received before April 1 and enter them as offline gifts. We’re like Santa or the NSA, we’ll know.

OKAY: Sending an appeal letter in the month of April to solicit online and offline gifts specifically to support your Delco Gives campaign.

NOT OKAY: Receiving a check in March and hanging on to the check to count towards Delco Gives.

- Donations through your organization’s website can count if there is a notation somewhere that the gift is intended for Delco Gives. Although they were online gifts, these donations will still need to be input as an offline gift in your Delco Gives portal.
- If you are hosting an event, donations for the event can be received before April 1, as long as the event is being held during the April 1 – May 9 window and the donation is clearly intended for Delco Gives.

OKAY: Hosting a pancake breakfast April 1 in support of Delco Gives, but selling tickets in March.

NOT OKAY: Hosting a pancake breakfast May 10, but selling tickets in April.

*What cannot be included as an offline gift?*

50/50 raffles, pledges, event tickets (with no deductible portion), and money received through an auction or sale (where amount given is not deductible) may not be included as an offline gift.

Any donation that is not clearly intended for Delco Gives is also not able to be counted as an offline gift.

*Sample language so donors know their donation is going towards Delco Gives*

“All donations from [event/fundraising campaign] will count towards [organization]’s Delco Gives fundraising totals. Delco Gives (May 8 – 9) is a day of giving hosted by The Foundation for Delaware County to support nonprofit organizations serving Delaware County. Donations received between April 1 and May 9 can be counted towards our Delco Gives total, so your support of [event/fundraising campaign] is helping us reach our Delco Gives fundraising goals!”





*How do I track and input offline gifts?*

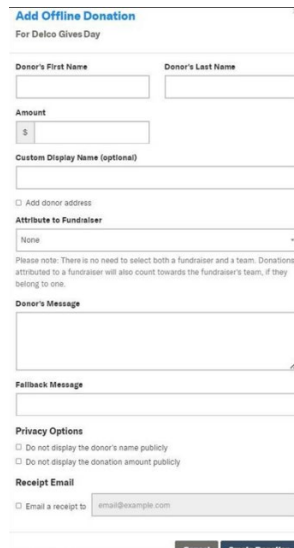
To count an offline gift, you will need to collect donor first and last name, and donation amount. Collecting an email address is not required but is strongly encouraged to help you keep track of your donors. As a reminder, the Foundation *will not* solicit your donors in any way.

*You may only input a donor once as an offline gift. For example, if John Smith gave you two donations towards Delco Gives, one for \$100 and one for \$50, you would only input John Smith once but could include the total amount of \$150.*

Input offline gifts by clicking “Add Offline Donation” in the Donation Tools section of your profile.

### Donation Tools

-  Add Offline Donation
-  Manage Matches and Challenges
-  Manage Donations
-  Embed a Donate Button



Your organization will manually input each gift individually into the delcogives.org platform as an offline donation. This function will be available **from April 1 – May 13** (gifts must still be received by 7:00 pm on May 9).

If you believe your organization will not be able to input all offline gifts during the April 1 – May 13 window, please contact Laura at [lsindoni@delcofoundation.org](mailto:lsindoni@delcofoundation.org) to discuss.

All offline gifts are subject to verification by the Foundation. Go ahead and deposit any checks or cash, but keep records in case we choose to audit your offline gifts.

*What is the fee for offline gifts?*

Offline gifts entered into delcogives.org will not incur any fees.

*What is the process for receipting offline gifts:*

Nonprofits are responsible for ensuring the proper receipt of all offline donations.

Offline donations can be receipted via delcogives.org IF you manually enter the offline gift and include the donor's email address AND check the box that says, "Email a receipt to...".

**Add Offline Donation**  
For Delco Gives Day

Donor's First Name:  Donor's Last Name:

Amount: \$

Custom Display Name (optional):

Add donor address

Attribute to Fundraiser:

Please note: There is no need to select both a fundraiser and a team. Donations attributed to a fundraiser will also count towards the fundraiser's team, if they belong to one.

Donor's Message:

Fallback Message:

Privacy Options

Do not display the donor's name publicly

Do not display the donation amount publicly

Receipt Email

Email a receipt to:

**You should only use this option if you will not otherwise receipt the donor.**

For example, if someone makes an online donation through your website on April 15 and puts in the notes that it is for Delco Gives, you can count that as an offline gift. BUT, this person likely received an automatic receipt through your website, so you would not want to send an additional receipt through the delcogives portal.

**If you do not choose to send a receipt through the delcogives portal, your organization is responsible for otherwise sending a receipt to offline donors.**