



Offline Process - Giving Station  
or Nonprofit Organization (NPO)

	FREMONT AREA BIG GIVE HEADQUARTERS	GIVING STATION/ NONPROFIT
<b>Donor brings check-with email</b>	<p>If donor does not want to enter the check online, FABG Team will fill out offline donation form and will enter the check into the online system and the donor will receive an emailed tax receipt.</p> <p>Check is stapled to form and retained by FAF.</p>	<ul style="list-style-type: none"> <li>The donor can go online and enter their email and check information electronically and the donor will receive an email tax receipt. Donor keeps check, no offline gift form needed.</li> <li>The donor brings a check to the organization and does not want to enter the check online. The donor fills out the offline donation form including their email address. The NPO enters the information online and an email tax receipt is sent to the donor. "FABG" is written on the check to indicate it has been processed. Check is stapled to form and retained by the NPO.</li> </ul>
<b>Donor brings check-without email</b>	<p>The donor drops off a check at FAF. FAF Staff enters the check electronically and uses the NPO email. NPO receives the email tax receipt and will print and mail it to the donor.</p>	<p>The donor drops off a check and has no email. The NPO enters the check electronically and uses the NPO's email address. The NPO receives the email tax receipt and must print and mail it to the donor.</p>
<b>Donor brings cash-with email</b>	<p>Donor brings in a cash donation and must fill out the offline donation form with an email. Donor will receive an email receipt.</p>	<p>Donor brings cash donation to NPO, must fill out the offline donation form with an email to be counted as a unique donor and receive an email receipt. NPO or Giving Station brings offline donation form with cash attached to the FAF by 7pm May 8th.</p>
<b>Donor brings cash-without email</b>	<p>Donor brings in cash and doesn't have an email – Offline Donation form filled out with donor information and NPO email will be entered. NPO will print out the individual receipt and it will be mailed to the donor.</p>	<p>Donor brings in cash and doesn't have an email – Offline Donation form filled out with donor information and NPO email will be entered. NPO brings offline donation form with cash attached to the FAF by 7pm May 8th.</p>
<b>Nonprofit Organization brings cash to FAF</b>	<p>Cash for multiple donors will be entered as a batch and <u>no</u> tax receipt or incentive prizes given.</p>	