

“Ya Gotta Believe”

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.

Please instruct your contributors to forward all donations to you. Do not have your contributors send donations directly to the Tug McGraw Foundation.

Handling Contributions and Forwarding Contributions to the Tug McGraw Foundation:

1. For Cash Contributions: **DO NOT SEND CASH!** Convert cash contributions and foreign currency into a check or money order payable to the Tug McGraw Foundation. Complete the Cash Donation Information Form for all cash contributions to ensure proper acknowledgement of the gift. The Tug McGraw Foundation will not be liable for any lost or stolen cash donations.
2. For Check Contributions: Simply batch and enclose. [NOTE: If there is no address on the check, use the Cash Donation Form to indicate name and address of the donor to ensure proper acknowledgement 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 that are over six months old; these checks will not be accepted and will be returned.
It is important to send your donations in a timely manner.
3. For Credit Card Contributions: Complete the Credit Card Donation Information 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 an unapproved credit card transaction.
4. For Matching Gift Contributions: Make a copy of the donation, attach it to the match form and send it along with the applicable donation directly to the Tug McGraw Foundation for processing.
5. Accumulate your contributions and periodically send them to the Tug McGraw Foundation. Be sure to use sufficient postage.

Attn: Team McGraw/Name of Race
Tug McGraw Foundation
1303 Jefferson Street, Suite 100B
Napa, CA 94559
6. 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. Keep copies of your checks, money orders, etc. for your records. All donations sent to Tug McGraw Foundation directly will be posted to your webpage within 7 days of receipt of the donation.
7. Please review checks to ensure they are signed and dated. Please be sure the runners name is on each check to ensure proper acknowledgement of the gift.



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CREDIT CARD DONATION FORM

Participant Name _____

Race _____

Donor Name _____ Phone # _____ (Name as it appears on the Credit Card)
Billing Address _____ _____
State _____ Zip Code _____ Amount \$ _____
Card # _____ Exp. Date _____ CCV Code* _____

Donor Name _____ Phone # _____ (Name as it appears on the Credit Card)
Billing Address _____ _____
State _____ Zip Code _____ Amount \$ _____
Card # _____ Exp. Date _____ CCV Code* _____

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

**CCV Code: For VISA, MasterCard and Discover, the CCV Code is the last 3 digits on the Signature Panel on the back of the card. For American Express, look for a 4-digit number printed above your account number on the face of the card.*

VERY IMPORTANT: To ensure timeliness and accuracy, please use only the Cash and Credit Card Donation Information Forms to submit your donations to the Tug McGraw Foundation. Do not send any listings, donor cards, donor letters, etc. to the Tug McGraw Foundation. These items are not necessary and add to your mailing costs. Keep these on file for your own records.





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CASH DONATION FORM

For cash donations, please convert the cash donation and any foreign currency into a check or money order made payable to Tug McGraw Foundation. Complete the form below to ensure proper acknowledgement of the gift.

Participant Name: _____

Race: _____

Donor Name: _____	Phone # _____		
Address _____			

State _____	Zip Code _____	Amount \$ _____	Your check/money order # _____

Donor Name _____	Phone # _____		
Address _____			

State _____	Zip Code _____	Amount \$ _____	Your check/money order # _____

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

VERY IMPORTANT: To ensure timeliness and accuracy, please use only the Cash and Credit Card Donation Information Forms to submit your donations to the Tug McGraw Foundation. Do not send any listings, donor cards, donor letters, etc. to the Tug McGraw Foundation. These items are not necessary and add to your mailing costs. Keep these on file for your own records.