

# How to Submit **Collected Donations**

Event donations should be sent in the form of a check or money order, made payable to Alex's Lemonade Stand Foundation. PLEASE DO NOT SEND CASH! All donations should be sent within two weeks of your event.

If you choose to send in a personal donation, kindly do so in a separate check or money order. Keep event donations separate from any personal donations, so that we can send you a tax receipt.

**Please remember to put your Event ID number on the check.**

For your convenience, we have enclosed a return envelope. Please use this to send in the donations from your event. If you have any questions about sending in your proceeds, please call our office at **(866) 333-1213** or email **TakeAStand@AlexsLemonade.org**.

**Thank you!**

The Alex's Lemonade Stand Foundation Staff

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## DONATION RETURN SHEET

(Please send donations in the form of a check or money order - NO CASH)

Event Host Name \_\_\_\_\_ Event ID # \_\_\_\_\_

Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_ Total Donation \_\_\_\_\_

Would you like us to recognize the fundraising efforts of someone by sending a certificate of appreciation?

Yes  No

Name(s) to go on certificate \_\_\_\_\_

Address of where to send certificate(s) \_\_\_\_\_

Additional Comments \_\_\_\_\_

