Donation Records and Tips for Collecting Donations

- Create a goal for amount of money to be raised.
- Email EVERYONE you know. Your distribution list should include everyone in your address book, even casual acquaintances. Don't discount anyone. You will be surprised by who will step up!
- Leverage social networking tools. Use your Facebook status to encourage people to support your efforts. Update it often so that it's at the top of your friends' newsfeed (even if you just count down the days until the event). "Thank" your donors by posting a message on their wall so that their friends can see it. Create an "event" and invite people to join. Share updates with any "groups" you belong to. If you have any other ideas about how to take advantage of this stuff…please share it with the rest of us!!
- If you are more than half way to your goal, consider raising it. Believe it or not, it will motivate people to give more.
- THANK your donors with a personal email and ask them one last time to encourage their friends and family to get involved.

Donor Name	Donor Contact Information	Amount Donated	Cash or Check	Date Donated