

OFFLINE DONATION FORM

This form is used to document offline gifts (cash or checks only) to participating nonprofit organizations during BayouGIVES. Nonprofits may be asked to present completed forms to Bayou Community Foundation to verify offline gifts if requested. See terms at end of form.

Donor Information

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Donation Information

I want my gift to benefit the participating nonprofit organization below:

Organization Name _____

Total Amount of Gift \$ _____ (\$10 minimum)

Date of Gift _____ (between April 7-April 28, 2021)

Source of Gift (check one)

Cash

Check(s) made payable directly to nonprofit organization

Does donor wish to remain anonymous?

No

Yes

Gift Delivery

For cash and check gifts, please send DIRECTLY to participating nonprofit organization(s) of your choice for receipt between April 7 – April 28, 2021. Checks must be made payable to the participating nonprofit. Please write “BayouGIVES” in the memo line of the check.

For any questions, please contact the nonprofit organization to which you are giving, or Bayou Community Foundation at (985) 790-1150, armandj@bayoucf.org.

Terms

BayouGIVES accepts offline donations, provided that participating organizations and their donors follow these policies:

(1) Offline gifts must be at least \$10. There is no maximum of gift amount. Gifts may not be in exchange for any goods, services, or other items of value provided to donor.

(2) Gifts must be received **and entered** by the participating nonprofit organization between **8:00 a.m. on April 7 and 11:59 p.m. on Wednesday, April 28, 2021** to qualify as a BayouGIVES donation.

(3) Please write “BayouGIVES” in the memo line for check donations.

(4) Donors will receive a gift acknowledgment for their cash or check gift **from the receiving nonprofit organization.**

(5) Nonprofits may **be asked to provide completed forms** to Bayou Community Foundation to verify offline gifts if requested.

(6) Offline gifts will appear on the nonprofit’s page and be included in the BayouGIVES leaderboard once the nonprofit enters them into the system. The leaderboard will be live beginning 12:00 a.m. April 28.

(7) Offline donor may request to remain anonymous and that their name not appear on the BayouGIVES website. Please indicate if donor wishes to remain anonymous on the Offline Donation Form. Nonprofits should enter donation accordingly.

(8) All cash and check gifts will be included in the total money raised, total gifts and total donors for the entire BayouGIVES event.

(9) **PRIZE CALCULATIONS**: Cash and check gifts will be included in nonprofit totals **only for prizes that specifically include OFFLINE GIFTS.**