



OFFLINE DONATION FORM

THIS FORM IS TO BE USED TO FACILITATE OFFLINE GIFTS TO SUPPORT GIVE BIG 2021.

See the terms for offline donations at the end of this form.

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Name of Financial Institution
- Cash/Check gift (checks made payable to **One Valley Community Foundation**)

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Org. Name

Amount \$

Anonymous Yes No

First Time Donor Yes No

Comments

Org. Name

Amount \$

Anonymous Yes No

First Time Donor Yes No

Comments

GIFT DELIVERY

For personal checks, or checks from your IRA or Donor Advised Fund

Mail to:

**One Valley Community Foundation
1627 W. Main St. Box 404
Bozeman, MT 59715**

Drop off at our office:

**815 Manly Road
Suite C
Bozeman, MT 59715
Th/F 9am-3pm**

(Checks payable to One Valley Community Foundation)

Jennifer A. Anderson, Director of Finance and Operations atK
jennifer@onevalley.org or (406) 587-6262 ext. 2
Stock transfer instructions will be sent to you after contacting the Foundation's Finance Department

TERMS

One Valley Community Foundation will accept "offline" donations in 2021 as part of Give Big, provided that participating organizations and their donors follow these policies:

- ✓ Checks must be mailed to One Valley no later than **Monday April 26th**.
- ✓ Checks and cash can be dropped off at the One Valley office through **2:00 pm on May 7th**
- ✓ Gifts and this signed form must be received by the Foundation by **Friday, May 7th, 2021** to allow us time to manually process them into the Give Big platform. Since most institutions take up to 2 weeks to approve your distribution, you should request it no later than **Friday, April 23rd** to ensure its delivery on time to our office if utilizing an IRA or Donor Advised Fund Distribution.

- ✓ Donors will receive a tax acknowledgment on the date that their gift was received by the Foundation, unless it is coming from an already tax-privileged account (e.g. Donor Advised Fund). No further receipts will be sent on the day of Give Big.
- ✓ Gifts will appear on the non-profit organization's page and leaderboard of Give Big sometime **between 10am and 6pm on May 7th, 2021**.
- ✓ Offline Gifts will not be eligible for prizes.

Any questions should be directed to **jennifer@onevalley.org, or by calling (406) 587-6262 ext.2.**

THANK YOU FOR SUPPORTING GIVE BIG GALLATIN VALLEY!

Signature _____

Date _____