

Step Forward to Cure TSC: Offline Donation Guidelines

To strengthen our fundraising efforts, we have instituted a new policy for tracking and acknowledging offline donations. Offline donations are donations that are not processed directly through the Step Forward to Cure TSC Walk website using credit cards.

To receive credit and record offline donations to your walk page, they must be mailed to the national office. To allow time to process and record your offline donations, please follow the general guidelines listed below.

GENERAL GUIDELINES:

Please complete and return a Donation Tracking form when mailing offline donations to the national office. Be sure to keep a copy for your records.

CHECKS: To avoid stale-dated checks please mail donations within ten days of receipt. Endorse any checks that are not made payable to TS Alliance to ensure prompt processing.

CASH: Cash is **prohibited** so please obtain a money order or write a check. If a single check is a combination from multiple donors, please include a separate sheet to list any donors who wish to be acknowledged online.

Mail your donations and Donation Tracking form directly to:

**Tuberous Sclerosis Alliance
801 Roeder Road, Suite 750
Silver Spring, MD 20910**

CHECKS MADE PAYABLE TO: Tuberous Sclerosis Alliance or "TS Alliance"

Tax Receipt Policy

The TS Alliance will properly receipt donors for gifts over \$250 as defined by IRS regulations. The solicitor should provide each donor with a thank you receipt for gifts \$249 and under.

Please contact Gail Saunders, Senior Associate Director, Community Programs, at 240.638.4652 or gsaunders@tsalliance.org if you have any questions or comments.