St. Jude Rides
Money Procedures

Purpose of the Rides
A fundraising event for St. Jude Children's Research Hospital.

Methods of Raising Money
Send letters to family, friends, and business associates with self-addressed stamped return envelopes. Put up posters at work, church, and businesses in your area. Pass around a folder to your co-workers. Visit neighbors door-to-door. Online fundraising is available, follow instructions on www.stjuderides.org. Send emails with your customized link to your online fundraising page. Can be found: http://fundraising.stjude.org/peoriarides or the city you registered with- see below.

Fundraising Requirement
Each rider must raise a minimum of $1,000 to participate in the ride, ($500 each for a passenger).

Riders are encouraged to collect and deposit all of their donations **before** we leave for Memphis, however donations can be deposited until the end of October which finalizes our event.

Donations
Accept cash and checks payable to St. Jude Rides or (St. Jude). Stock can be donated, contact Jen Swanson or Brett Winston.

Riders make Deposits
Deposits can be made by riders at any Hometown Community Bank location. Deposit slips are available at any HCB location. Make deposits frequently so checks clear in a timely manner. Endorse checks on the backside writing "For Deposit Only". St. Jude Riders Association account 1029060:
Simply write: the name of rider on the FRONT OF THE DEPOSIT SLIP to get credit.

*****IMPORTANT:** If you forget to write the name of rider on the deposit slip, it is YOUR responsibility to contact Jen Swanson, office: 309.566.3513, with the Rider Name, Deposit Date & Deposit Amount so she can record it on your behalf.
Keep your own record of deposits for future reference if needed. It is not necessary to report online donations because reports are available at year-end with everyone's total.

Mobile Check Deposits

St. Jude Riders can use the mobile check deposit feature of the Fundraising Center to scan/ deposit personal checks via their mobile device.

Full instructions and FAQ document are available at stjuderides.org/resources

Other Deposit Options: In Peoria you can bring to our Participant Meetings or Drop at Walters Brothers at any time. Just remember to write your name on your envelope for credit.
In Satallite Cities bring to your participant meetings and work with your Coordinator.

Receipts

Receipts are available to print from our website under RESOURCES stjuderides.org/resources.

$250+Donations

The IRS requires specific procedures for donations of $250 or greater. The Ride Office is required to send a tax letter of acknowledgment to these donors during the month of January. From our website, click RESOURCES, then Record of Donations over $250 Form, and then enter the donation information online. It is NOT necessary to report online donations of $250+ because tax acknowledgements are automatically sent out.

Facebook Fundraising

St. Jude has launched an integrated Facebook fundraising feature that you can start from your participant Dashboard (in your participant center). This is the only official way to fundraise on Facebook and have it link to your fundraising page for the St. Jude Rides.

It's quick and easy to set up. The next time you log into your participant dashboard, you will receive a pop up message asking if you want to create a Facebook fundraiser. If you are on a computer where you've accessed your own Facebook page, click continue and you'll be directed to Facebook. From there you can edit the context that will be shared on your Facebook wall. Once you do that, hit finish and you're all set!

Your Facebook friends who donate via your Facebook fundraiser will be able to easily donate from within the Facebook app or website and will receive a donation confirmation within seconds via the website and in an email. Tax letters will come from SJCRH, same as online donations.

If you have any questions, please reach out to Jill Libert at Jill.Libert@stjude.org.

Special Events

The St. Jude Riders Association Board must pre-approve all events which raise money for St. Jude well in advance. From our website, click RESOURCES, then Fundraising Proposal Form, and then enter the event information.

Corporate Matching Gifts Programs

Your donor's employer may offer a matching gifts program. Make a copy of the donor's check before it is deposited. Have your donor complete their **portion** of the Employers Matching Gifts form. Give the check copy and form to Jen Swanson at the ALSAC/St. Jude Office for processing. Each company has their own process for matching gifts. Contact Jen Swanson if you need assistance or have any questions.

Questions?

Contact the St. Jude Office (309) 566-3500
Jen Swanson— Jennifer.Swanson.Contractor@stjude.org
Jill Libert– Lead Staff Jill.Libert@stjude.org
Brett Winston - Treasurer brett.m.winston@gmail.co

Web Site: www.stjuderides.org