



# The RIDE For Missing Children

Mohawk Valley / Central NY

Friday May 16, 2008



## Rider Donation Receipt Log

### Rider Information:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

My fundraising commitment is being fulfilled by (please check all that apply):

Collected donations:

United Way:

Amount: \$

Corporate matching funds:

Company Name: \_\_\_\_\_

Riding as a corporate sponsor:

Company Name: \_\_\_\_\_

"Pennies for Posters" Participant:

School Name: \_\_\_\_\_

"Adopt-A-School" Participant:

School Name: \_\_\_\_\_

Please share credit for my fundraising amounts with my immediate family members who are riding.

Name(s): \_\_\_\_\_

### Donor and Donation Information

	Name	Street Address	City, State, Zip	Type of Donation	Amount
1					\$
2					\$
3					\$
4					\$
5					\$
6					\$
7					\$
8					\$
9					\$
10					\$
11					\$
12					\$
13					\$
14					\$
15					\$
16					\$
17					\$
18					\$
19					\$
20					\$
21					\$
22					\$
23					\$
24					\$
25					\$
<b>Total Submitted ==&gt;</b>					\$

- Notes:**
- Make Checks Payable to: NCMEC-NY/Mohawk Valley.
  - Return this form and donations to NCMEC-NY/Mohawk Valley, 934 York Street, Utica, NY 13502 315-732-7233.
  - Use a clean donation log sheet for each group of donations sent to the Center. Do not append new donation listings to ones

Proceeds from the pledges for The Ride for Missing Children MV/CNY are donated to the Mohawk Valley office of the National Center for Missing & Exploited Children (NCMEC-NY/MV) which distributes posters of missing children across the country to aid in their search and recovery. NCMEC is a 501(c)(3) tax-exempt charity and publicly supported organization as defined in sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Service Code. Federal I.D. # 52-1328557. All gifts are tax deductible to the extent allowed by law.

# The Ride for Missing Children CNY – 2008

## Fund-raising Guidelines

January 9, 2008

Dear Friends of Missing Children Riders:

We would like to take this opportunity to review some very important points regarding our fund-raising for The Ride for Missing Children – 2008.

- 1) **Donations should be in the form of a check made out to NCMEC-NY/Mohawk Valley. Checks should be sent directly to YOU, The Rider.** Enter the donation information onto the **Rider Donation Receipt Log**. *Periodically* send the log and donations to the NCMEC-MV office at 934 York Street, Utica, NY 13502. **All donations must be sent to or dropped off at The Center by May 10, 2008** so we can announce our “posters-raised” during the Ride. There will be a donation drop off table at each of the Rider meetings starting in January at Valentino’s Banquet Hall to make it easier for you to submit donations as you receive them. **Send or drop off your collected donations in as early as you can – please do not hold them until the day of The Ride. Doing so would cause a great deal of backlog at our office.** Send your donations in to us in “small batches” – do not hold your checks until the Pledge Log is filled or you have a large number of checks.
- 2) The National Center for Missing & Exploited Children (NCMEC) is a 501(c)(3) tax-exempt charity and a publicly supported organization as defined in sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Service Code. Federal I.D. # 52-1328557. All donations are tax deductible to the extent allowed by law.
- 3) Independent Fund-Raising Events: Many Riders conduct various fund-raising events to achieve their fund-raising goal. We encourage these events; however NCMEC cannot officially endorse or support all of these events. Please contact the office with your fundraising idea, so that we are aware of what is being done and to be certain that the money you raise is credited to your poster commitment. When seeking in-kind service donations from companies for these events, you must distinguish that the donations are to your individual event and are not directly to The Ride or NCMEC-NY/Mohawk Valley.
- 4) NCMEC does not conduct general phone solicitation for funds. In your fund-raising for The Ride, please **do not** make unsolicited phone calls seeking donations from people you do not know well. It is acceptable to call people you know (close friends, relatives, and people who will know you personally), and who are familiar with you, to tell them of the Ride and ask for their support by giving donations.
- 5) When speaking or writing with people regarding the fund-raising, you may use the Rider fund-raising authorization card/letter to identify yourself. Additional copies can be obtained by calling the NCMEC-NY/Mohawk Valley office at 315-732-7233.
- 6) Exercise discretion when speaking of Missing Children and fund-raising. Carefully explain the goals of our Ride, and that the funds you raise will go directly to the distribution of posters of missing children and the mission of NCMEC-NY/Mohawk Valley. **If you make up your own letters or mailers, please be aware NCMEC does not allow the use of the likeness of any missing child to be used with fund-raising materials.**
- 7) Have the donors put your name on the memo area of the check. We will keep records of all donations made in your name. If they do not, please write your name in the memo area of the donor’s check.
- 8) Keep a copy of all of your **donation receipt logs** for your own records. If you are keeping a computer record, be sure to start a fresh page (file) every time you submit a log, numbering the pages as you go.
- 9) **ALL RIDERS MUST SUBMIT A DONATION RECEIPT LOG/LOGS.** If you have United Way contributions/employer matching funds, pennies for posters, are adopted by a school, or are a rider for a Corporate Sponsor, this **MUST** be written on your pledge log and submitted to the office to assure we can track your donation.
- 10) **ALL RIDERS MUST RAISE A MINIMUM OF 2,000 POSTERS regardless of age, occupation or scholastic status.** If you want to “team up” with a family member feel free to do so. The funds will be pooled and divided equally. This **MUST** be done **PRIOR to submission of ANY donation logs.** Each name must be on every Riders log.
- 11) If you have concerns about meeting your donation obligations, please contact Julie Rees prior to the Ride to assist you with ideas to increase your donations