



8737 Colesville Road, Suite 400 | Silver Spring, MD 20910
800-225-6872 | info@tscalliance.org | tscalliance.org

Step Forward to Cure TSC Walk: Offline Donation Guidelines

Offline donations are donations that are processed manually by the national office (i.e. checks, money orders, pledges, etc.).

GENERAL GUIDELINES:

Please complete a Donation Tracking form and mail it 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 TSC Alliance to ensure prompt processing.

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

Mail your donations and Donation Tracking form directly to:

***TSC Alliance
8737 Colesville Road, Suite 400
Silver Spring, MD 20910***

CHECKS MADE PAYABLE TO: TSC Alliance

Tax Receipt Policy

The TSC 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 that are received in-person.

Please call Gail Saunders, Director, Community Programs at 240.638.4652 or gsaunders@tscalliance.org if you have any questions or comments.

Hope no matter how complex

Three thick, curved, overlapping lines in blue, orange, and purple sweep across the bottom right of the page, starting from the left and curving towards the right.

Donation Tracking Form

INSTRUCTIONS

Complete: Participant and Donor Information sections

Mail: Completed form to: TSC Alliance

8737 Colesville Road, Suite 400

Silver Spring, MD 20910

Retain a copy for your records.

PARTICIPANT INFORMATION

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

EVENT LOCATION _____

*TEAM NAME (if applicable) _____

EMAIL/PHONE _____

Make checks payable to TSC Alliance

TOTAL AMOUNT ENCLOSED: \$ _____

DONOR INFORMATION

(Cash donations must be converted into a check. Please list cash donors on a separate piece of paper)

| | | |
|-------------|-----------|---------------------------------|
| Donor Name: | Total: \$ | <input type="checkbox"/> Check# |
| Address: | | |

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|-------------|-----------|---------------------------------|
| Donor Name: | Total: \$ | <input type="checkbox"/> Check# |
| Address: | | |

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|-------------|-----------|---------------------------------|
| Donor Name: | Total: \$ | <input type="checkbox"/> Check# |
| Address: | | |

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|-------------|-----------|---------------------------------|
| Donor Name: | Total: \$ | <input type="checkbox"/> Check# |
| Address: | | |