

COLLECT DONATIONS

When it comes to collecting donations, we want to make it as easy as possible for your supporters to give to your fundraiser. As such, we are happy to support you in collecting funds through check, cash and credit card.

The Davis Phinney Foundation is a 501(c)3 organization and as such, donations may be tax deductible. In order to make sure we acknowledge your donors properly and keep thorough records of donations for our business, we do need certain information. We appreciate your help with this aspect of fundraising and are here to answer any questions you might have along the way.

Contact us at victorycrew@dpf.org or by phone at (720) 259-0907



Credit Card Donations

You will be able to collect credit card donations quickly and easily through your individual fundraising page (get tips for how to set this up on the next page). Our fundraising platform, Classy, will collect all the information we need to acknowledge your donors and send them important tax information. If you or donors experience any difficulties using your page, contact us at victorycrew@dpf.org.



Donations by Check

Donors can make a contribution by check simply by making the check out to Davis Phinney Foundation and including your name/fundraiser name in the check memo. You can instruct donors to mail their checks directly to us or collect them yourself and send them in all at once to:

Davis Phinney Foundtion
4730 Table Mesa Dr., Suite J-200
Boulder, CO 80305

Please ensure that donor contact information on the check is correct so we may send them the proper acknowledgement and tax information.



Cash Donations

We are happy to accept cash donations. If you are collecting donations through a tip jar or other community collection format, we do not need information from every person who contributes. You may simply collect the total and send it in to us with your personal information. If someone contributes a larger sum to you in cash and wishes to receive tax information, please collect their contact information (address, phone and email if applicable) and send that to us along with the donation.

*Note: To prevent theft, **never send cash through the mail**. Instead, take the cash to a bank and get a money order or a check to send to us using the address/information above.*



Facebook Donations

Facebook now offers (and often encourages) donation campaigns through the addition of a donate button to a post. This is a simple way for many people to collect donations, however, due to privacy settings, we do not always receive donor information for these gifts making it difficult for us to send acknowledgement and nearly impossible for us to associate these donations with your campaign without your help. If you do choose to fundraise through Facebook, it is best to let us know by sending an email to victorycrew@dpf.org. That way, we can work together to make sure your donors are properly acknowledged and your campaign totals reflect these gifts.

CREATE YOUR PAGE

Visit dpf.org/create-my-page to get started!

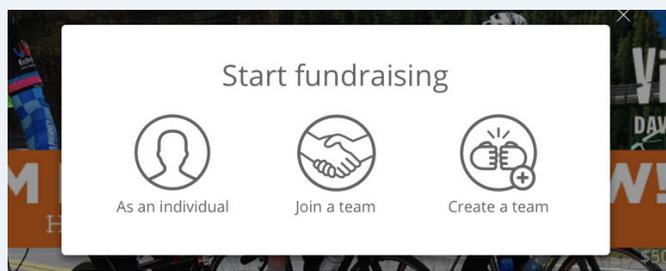
We use a peer-to-peer fundraising platform called Classy to allow all Victory Crew fundraisers to create a customized donation page and collect online contributions safely and easily.

The process to set up your page is quick and the platform will walk you through step-by-step.

Below are some tips, tricks and best practices we recommend to get the most out of your page.



1. **To start your page**, click “Become a Fundraiser”. You’ll be prompted to select one of the following options:



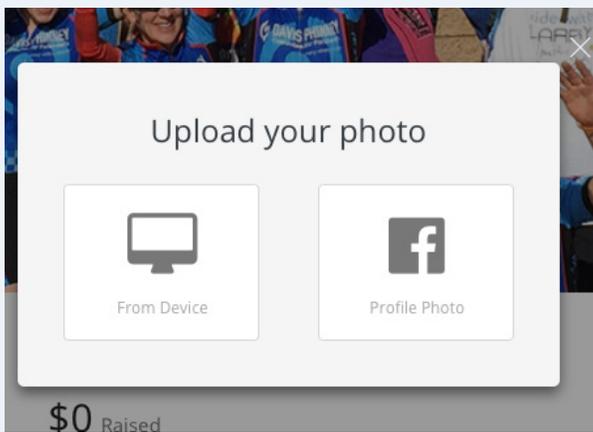
2. **If your event or activity involves multiple organizers/fundraisers**, select “Create a team”.

This will allow your fellow organizers to use the “Join a Team” option to create pages of their own. You will be able to then have a team fundraising goal that you can pool your efforts towards in addition to or instead of individual goals.

If you are the sole organizer/participant, select “As an individual”.

3. After logging in or creating an account, you will be prompted to set your fundraising goal, name your fundraiser and set your fundraising link. **Your goal and headline can be changed later**, so no worries if you aren’t completely sure about these aspects of your fundraiser right now.

For your URL, we recommend choosing something relatively short, memorable, and easy to say to people. You’ll be typing and telling people this link a lot in the coming weeks. Keep it simple.



4. You'll be given the option to upload a photo next. This will be your fundraiser's profile picture. **If you don't have a photo you'd like to use right now, simple select to skip this step (you can add a photo later).**

NOTE: If you don't have a photo right now, simply skip this step.

5. After entering your contact information on the next page, your fundraising page will be generated.

At this stage, click "Manage" in the upper righthand corner of the page to find tools to edit your page, post updates, see and manage donations and send emails to your donors.

Troubleshooting & FAQ

How do I login to my page?

Visit classy.org or go to your fundraising page and click "Login" in the upper right-hand corner. If you forget your login or have trouble accessing your account, contact us at victorycrew@dpf.org.

How do I find my page link?

To set or find your customized page URL, log in and click "Manage" in the upper right-hand corner. Click on the "Details" tab and scroll down to "Set my vanity URL". There you can see or edit the custom link to your page.

Can I change the cover image for my fundraiser?

At the moment, this is not a customizable option for our basic Victory Crew fundraiser pages.

My friends are having trouble donating/ getting an error, what do I do?

Contact us at victorycrew@dpf.org or by phone at (720) 259-0907. We will need some information about the nature of the error

as well as what device your contact is using and where they are located (especially if International.) We will work with reps at Classy to resolve your problem as quickly as we can.

What if I reach my goal early, can I set a new goal?

Yes (and way to go)! You can edit your goal at any time under the "Details" tab in the page manager.

Can I add offline donations to the total on my page?

Yes, absolutely! We can add checks (and even Facebook fundraising donations) to your page to reflect your total. Checks will be applied as soon as we receive and process them. Facebook donations will be applied approximately two weeks after the donation was made.

Questions? Contact us at victorycrew@dpf.org or by phone at (720) 259-0907.