

## COLLECTING DONATIONS

Memory Walk donations provide support for persons with Alzheimer's and their caregivers through local programs and services. Please thank your donors for their support of this cause!

### CASH OR CHECK

1. Enter cash or check amount in receipt book.
2. Enter cash or check amount on the collection envelope.
3. Check or complete all appropriate columns on collection envelope.
4. Keep cash or check in the collection envelope until ready to turn in to Alzheimer's office.
5. **IMPORTANT** – before turning in donations, please double check to ensure that the total amount you've recorded on the front of the envelope matches the total amount of cash and checks inside the envelope.

#### **If donor is mailing a check:**

- Ask donor to make **check payable to: Alzheimer's Association**
- **Have your donors mail checks to you**, not to the Portland office.
- Request they **add your name and your team in "Memo" area of check** to ensure we credit you and your team correctly.
- Add check to your collection envelope when you've received it and turn it in with the rest of your donations.

### CREDIT CARD

**Direct donor to Eugene's Memory Walk site: [www.mw09.kintera.org/Eugene](http://www.mw09.kintera.org/Eugene)**

Donor will:

1. click on "DONATE"
2. search for your Web page to donate to you

#### **If donor is walking in Memory Walk:**

- Have donor register through **[www.mw09.kintera.org/Eugene](http://www.mw09.kintera.org/Eugene)**
- They also may fill out the registration form on the Memory Walk brochure so we have their original signature on the event waiver form on file.
  - Mail or fax brochure registration form to:
    - FAX: 503.416.0199
    - Alzheimer's Association, Oregon Chapter  
1650 NW Naito Parkway, Suite 190  
Portland, OR 97209

**We encourage you to bring your collection envelope to the Eugene office** (1238 Lincoln St. – Eugene) **by October 2**. This will make Memory Walk T-shirts you've earned ready for an early pick-up. Contributions you receive after October 2 will still count toward your fund-raising total and prize eligibility, and can be submitted in a separate envelope.

**Final deadline for all donations:  
October 31, 2009**

**Mail:** Alzheimer's Association  
1650 NW Naito Pkwy, Ste 190  
Portland, OR 97209

**Fax:** 503.416.0199