



Frequently Asked Questions

How Can I Guarantee I Get Solicitation/Team Credit For the Money I Raise:

If you want credit for the money you raise and want it reflected in Kintera, you must: (1) Register yourself properly, (2) Turn in money as soon as possible, (3) If you use donation envelopes, please write legibly indicating your name, team, walk site, and correct revenue amounts for the cash, check, credit card, cashiers check, and money order you claim. Getting online donations is the surest way to instantly see the money you raise!

What Do I Do If I Think My Amount On Your Website Doesn't Look Correct?

If you dispute an amount that you see, please bear in mind that *it might take up to 2 weeks* before you see any "offline" money recognized on our website. *When Memory Walk Season is in full swing, it will take up to 4 weeks, especially after a Memory Walk event is completed.* Otherwise, give us a call, and we'll look into it. Processing errors usually occur because of ambiguous documentation that accompanies the money, so be sure to accurately express your intent when turning in your money.

How Do I Make Sure My Team Members Get Credit For A Lump-Sum

Check I Turn In? If you turn in a check where several individuals should be credited, then please specify by individual how much that person should receive. For example, you turn in \$1,000 and want to spread the credit to 5 team members, please indicate who gets what: Team Member A - \$100, Team Member B - \$200, Team Member C - \$500, Team Member D - \$50, Team Member E - \$150. If you fail to specify the amounts, then the amounts will be spread out evenly among your team members or, in some cases, not at all, unless you clearly indicate otherwise.

Will I Get Credit For Collecting Donations for Purple Bracelets?: Yes. Team credit will be assigned this year, and reflected online. Individual participant credit will not be tracked.

Do I Have To Register On Walk Day? Yes, if you haven't already done so. This helps with our statistical reporting to our National Chapter. Remember, you

only need to register once. It's not necessary to register on walk day, if you have already done so earlier.

What's the Deadline For Submitting Donations? Deadline is November 15, 2007. Our Chapter must satisfy many different interests in wrapping up the Memory Walk season. We feel this date is the most feasible for our Chapter.

Will My Match Gift Be Reflected In My Total. Yes, if the gift from the matching party is received by November 15th, so begin your fundraising early. Our accounting process functions in a way that we don't recognize match gifts or pending gifts until our Chapter receives the actual money. We do not track pending donations. With that in mind, please turn in any gifts with a match request application of your employer or another respective company, as soon as possible because it does require administrative time to process them. *Please bear in mind that submission of a matching gift application is no guarantee by the respective company the original gift will be matched.*

Can I Dedicate My Memory Walk Gift to Someone With Alzheimer's Disease and Still Get Team Credit?

Yes, team and/or individual credit will be assigned and the tribute designee will be recognized.

Do you accept PayPal? Yes, in addition to Visa, MasterCard, Discover, and American Express.

What about in-kind donations that support Memory Walk "wrap-around" events? A fund-raising event organized by an individual or another community organization with proceeds to benefit the Chapter is known as a "third party" or "wrap-around" event. It is important to remember that these events are organized by volunteers—the Chapter has no formal involvement. Unfortunately in most cases, in-kind donations for third-party and wrap-around events will NOT count toward team totals.

In most cases, in-kind donations for third-party and wrap-around events will NOT count toward team totals.

What happens if I turn in my money after Nov. 15th? Any money turned in after November 15th will go into the Association's "General Fund"; Non-Memory walk related. Any money turned in after January 1st, 2009 will be credited towards the following Memory Walk in 2009.

*Note that some banking institutions will not honor deposited checks after a specified amount of time has elapsed. **The key is not to wait until the very end to collect and turn in money from donors. Do it early and turn in the money as early as possible!***