



## The Side-Out Foundation Mail-In Donation Instructions

Follow the instructions below to submit your donations:

- 1) Take all cash donations you may have to your local bank and request a cashier's check.
- 2) Donors should make all checks payable to **The Side-Out Foundation** and should reference the school/club/organization in the memo of the check.
- 3) Make a copy of all checks received for your personal records (*you do not need to mail this to us*). Place all checks into a sealed manila envelope.
- 4) Download, fill out, and print the attached mail-in donation form. Please include your contact information and donation total (total of all checks mailed with this form). *You only need ONE form for all of your checks.*
- 5) USPS Safe, Secure and Economical Method of Mailing Donations:

Mail checks at any US Post Office via Priority Mail to:

**The Side-Out Foundation**  
**Attn: Treasurer**  
**11208 Waples Mill Rd. #103**  
**Fairfax, VA 22030**

- 6) Place your sealed manila envelope into the USPS special tear-proof Priority Mail envelope. You can easily calculate the cost for Priority Mail and the additional services based on the weight and listed information. In most cases nationwide, it should be less than \$10.00. This expense is tax-deductible. There is no charge for the Priority Mail tear-proof envelopes.

**As soon as funds arrive at Side-Out, we will work to deposit donations into your campaign's fundraising page to reflect your total effort**



## The Side-Out Foundation Mail-In Donation Form

Amount of Contribution *	
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### Contributor Information:

Title	
First Name *	
Last Name *	
Address 1 *	
Address 2	
City, State, Zip *	
Phone *	
Fax	
E-Mail *	

### Campaign you would like your donation to support:

Team/Organization Name *	
Reveal Contributors Name?	

### Personal Message:

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\*Required Fields. Complete the form above and print when finished. Mail this form along with your completed check or money order to:

**The Side-Out Foundation  
Attn: Treasurer  
11208 Waples Mill Road, #103  
Fairfax, VA 22030**