



Family Giving Tree

Monetary Donations

Donation processing is an important piece of what we do as an organization to assure donors intentions are honored. Host coordinators serve as a critical link between donors and the Family Giving Tree. Listed below is key information about the handling of monetary donations you need to know. If you have any additional questions contact the Development Office at 408-946-3111 x224.

Important Note: In order for your organization to receive credit for participants' donations the organization name must be included with all financial donations. We suggest labeling the envelopes with your organization name before placing them out for selection.

HOW DO I TURN IN CHECK AND CASH DONATIONS?

- Mail checks directly to the Family Giving Tree, Attn: Holiday Wish Drive, 606 Valley Way, Milpitas, CA 95035
- Drop off cash donations at the Holiday Wish Drive warehouse or Family Giving Tree office

For CASH donations:

- Do NOT mail cash
- Cash donations can be dropped off directly to the Holiday Wish Drive Warehouse or Family Giving Tree office in Milpitas
- Family Giving Tree staff is happy to pick up donations
- Send a courier with your donations to the Family Giving Tree office in Milpitas

WILL DONORS RECEIVE A TAX RECEIPT FOR THEIR DONATIONS?

- Yes! Each donor giving \$5 or more will receive a receipt by mail, if the following information is provided when the donation is turned in:
 - Donor name, complete address, donation amount and gift date
 - If you collect cash donations and track them on our Donation Tracking Form, which is also available online; this form must be turned in with the donations.
- Tax receipts for donations of gifts can be found online at:
www.familygivingtree.org/donations/tax.htm
- For tax purposes, Family Giving Tree must receive the gift by December 31 to provide a tax receipt for that tax year.
- Due to the high volume of donations during the holiday season, we are unable to provide receipts at the time that the money is delivered to the Family Giving Tree. Receipts will be mailed within 5 business days of Family Giving Tree receiving the donations.

Matching Gift Programs: Does your organization have a matching gift program? Let us know and we'll list it on our website. We'll even link your organization name to the appropriate website or form, just send us the url.

For questions and more information, contact the Development Department at 408-946-3111 x 224
www.FamilyGivingTree.org