



Using Your #iGiveCatholic Envelopes for Offline Donations

Your organization may accept #iGiveCatholic gifts one of two ways. “**Online**” donations are those gifts given and processed through your profile page on www.iGiveCatholic.org. “**Offline**” donations are cash or check gifts given directly to you. To count towards your giving day totals, they must be manually entered by you through your #iGiveCatholic/GiveGab dashboard.

Please follow these directions for processing **all** cash or check gifts as offline donations, either returned to you via these envelopes or given otherwise in support of your #iGiveCatholic campaign.

1. Process all cash and check gifts given through the envelopes according to your standard operating procedures for gift collection and recording in your accounting program.
2. Once the Advanced Giving Day phase begins at midnight on **November 13**, you may record all gifts and donor data in your #iGiveCatholic/GiveGab dashboard as “offline” gifts so they are reflected on your leaderboard totals on your profile page. You can find step-by-step directions for adding an offline gift at <https://support.givegab.com/en/articles/89228-how-do-i-add-an-offline-donation-to-my-giving-day-totals>.

Note: Any gifts entered before November 28, the #iGiveCatholic Giving Day, will be recorded in your dashboard. However, they will not show on your profile page until the official giving day begins at midnight on November 28.

3. Unlike online gifts, offline gifts *do not require* an email address for processing. However, you **must** send the donor a tax receipt.
4. To reflect in your total, offline gifts must be added **by 11:59 p.m. on December 5**. The dashboard will remain open for entering offline gifts for one day after the Giving Day. Once the dashboard closes on December 5, offline gifts **cannot** be added to your dashboard and total, but you should track them so you know how you did!
5. When adding offline gifts please be sure to identify the donor by his or her name. If you lump all the donations together and enter it as one or enter each individually under one name (for example your pastor’s name), they will not count as separate unique donors for prize purposes.
6. ***Please call or email Elizabeth Rathburn with questions: 814-824-1257 or erathburn@cfnwpa.org***