

*Soldiers' Angels™*



*Soldiers' Angels  
Donations Handbook*

*Updated 4/10*

*www.soldiersangels.org  
Tax ID #20-0583415*

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## **SA DONATION EVENT FORMS:**

### **EXPLANATION**

- 1. Donation/Fundraiser Event Request**
- 2. Promotional Items Request**
- 3. Expense Reimbursement Request**
- 4. Donor's Receipt form**
- 5. Donation Report**
- 6. Promotional Items return**

## **SA GENERAL INFO, 501(c)(3) HANDOUT**

## **SA FACTS & OVERVIEW**



*Dear Angels:*

*The following donation and fundraising instructions, reporting forms, and information were designed to aid you when soliciting for 2 different types of donations on behalf of Soldiers' Angels and for our deployed military, veterans and military families: Item Donation Drives, and Fundraising Events.*

*Both these projects can take a lot of planning, coordinating, hard work and dedication, but the fruits of your labor will be worth it. The success of Soldiers' Angels involves dedicated Angel volunteers, like you, and the heartfelt donors who believe in our purpose.*

*Together we can work to let our military men and women know that Soldiers' Angels and the American people stand behind them.*

***Wingtip to Wingtip,  
Patti Patton-Bader  
Soldiers' Angels Founder and CEO***



Welcome Network Angels:

Welcome and thank you for volunteering to organize “item donation drives” and/or “fundraisers” in your community. These events are extremely important to Soldiers’ Angels and taken very seriously: It also covers issues of who we are, our honor and reputation.

There are rules and regulations that we must all follow in order to: comply with the Federal IRS and state Attorney General offices; give assurances to our donors that their donations are handled properly; enable Soldiers’ Angels to accurately report and recognize donations; and provide you protection and tools to make your event successful.

Words of wisdom regarding money donations: Typically, if you are asked “how” to send donations to Soldiers’ Angels, or are approached and “asked to receive” a donation on behalf of Soldiers’ Angels, be prepared to direct them to our Soldiers’ Angels website [www.soldiersangels.org](http://www.soldiersangels.org) . There they will find “Donations” instructions on how to mail to SA Corporate address and/or directions on how to use PayPal or credit cards. Soldiers’ Angels business cards and brochures have website/address information.

Another terrific tool at your events is to have available a supply of envelopes pre-addressed to [Soldiers’ Angels Corporate, 1792 E. Washington Blvd, Pasadena, CA 91104.](mailto:SA@soldiersangels.org)

- Remember at all times that you are representing Soldiers’ Angels and that your attitude and appearance are a reflection on the organization and all other Angels. If you are unsure of your appearance for an occasion or event, dress conservatively.
- Never, ever get into a political debate with anyone when representing Soldiers’ Angels. Stay away from making argumentative comments. Simply reply, “I’m here to support our military and their families who serve our country.”

Your permission to organize any donation events is a privilege. Your appointed Community Network Coordinator, the Outreach Network staff and myself look forward to guiding you.

Happy Angeling!

Soldiers’ Angels

## Guidelines for Item Donation Drives

*Item donations are also referred to as "Gifts in Kind" by the IRS. This handbook provides tools to help guide you on how to set up and organize successful item/care package donation drive. Donation drives must be kept to your local community.*

1. Four weeks before your event: contact your assigned Community Network Coordinator or the SA Corporate Office (adavidson@soldiersangels.org). This is to register your event and start the process of ensuring it is successful.
2. We will need:
  - a. Your name, address, phone number and email
  - b. The name of your event, the date and location
  - c. Name of volunteers assisting you at your event
  - d. Type of donated items being accepted
  - e. What you intend to do with the collected items
  - f. Your intended requests for any personal reimbursement (must have prior approval)
  - g. What Soldiers' Angels promotional items you would like
3. We will make sure you have the proper report forms, summarize the order of submitting reports and to whom, let you know what promotional items are available, and pre-authorize approval for certain reimbursements
4. You will be responsible for coordinating with your assigned Community Network Coordinator, or the SA Corporate Office in order to properly handle the collected donations. Your Donations Forms must be completed within 36 hours after the close of your event.

# Guidelines for Collecting Money Fundraisers

*The Federal IRS and state Attorney General office's rules and regulations are very strict when it comes to collecting monetary donations for a nonprofit organization. Handling monetary donations is the most sensitive thing a charity does. As a result, and for the safety of both you and Soldiers' Angels, we must impose the following conditions:*

1. At least 4 weeks before your event: Contact your assigned Community Network Coordinator, or the SA Corporate Office at [adavidson@soldiersangels.org](mailto:adavidson@soldiersangels.org). This is to register your fundraising event and start the process to ensure that your fundraiser is successful, and all rules and regulations are covered. We also need to verify that you are an Network Angel in good standing with Soldiers' Angels.
- 2 We will need:
  - Your name, address, phone number and email
  - Copy of your state Drivers License or ID Card.
  - The name of your event, scheduled date and where
  - Name of volunteers assisting you at your event
  - Type of your fundraising event, and what necessary permits.
  - Are donated monies for: specific SA Projects, SA Teams, SA Store Care Packages, or SA General Funds to cover programs & shipping costs.
  - Your intended requests for any personal reimbursement (must have prior approval before your event)
  - What Soldiers' Angels promotional items you would like.
- 3 We will make sure you have the proper report forms, summarize the order of submitted reports and to whom, what promotional items are available, and pre-authorized approval for certain reimbursements.
- 4 You will be responsible for coordinating with your assigned Community Network Coordinator, or the SA Corporate Office, in order to properly handle and turn in all collected donations. Your Donations Forms must be completed within 36 hours after the close of your fundraiser.

## REMINDERS TO FOLLOW

1. First notify your assigned Community Network Coordinator or Soldiers' Angels Corporate Office ([adavidson@soldiersangels.org](mailto:adavidson@soldiersangels.org)) regarding your plans for any donations event.
2. Be prepared to provide your event information, including your request for promotional materials and your intended reimbursement requests.
3. You are required to offer a Soldiers' Angels Donor's Receipt to any donor for all cash donations (over \$250 by any method, cash/check, requires a receipt.) You are also required to offer a Donor's Receipt to donors contributing items (known as gifts-in-kind). A description of items and the value are determined by the donor only.
4. **All checks must be made payable to *Soldiers' Angels*. No exceptions.**
5. All donations collected, whether monetary or items, must be reported to Soldiers' Angels using a Donations Form. There are designated columns for either gifts-in-kind items and/or collected money.
6. Complete your Donation Reports as soon as possible (within 36 hours after the fundraising event or items donation drive ends).
7. The Donation Forms and monetary donations are sent directly to *Soldiers' Angels Corporate, 1792 E. Washington Blvd, Pasadena, CA 91104.* Also send a copy of your completed Donation Form to your assigned Community Network Coordinator or Network or the SA Corporate Office at [sacorporate@soldiersangels.org](mailto:sacorporate@soldiersangels.org).
8. If the Donation Report includes a list for gifts-in-kind items, email an itemized list along with the donor's assigned values to [adavidson@soldiersangels.org](mailto:adavidson@soldiersangels.org)
9. Do not send cash through the mail. Obtain a money order or cashiers check made payable to ***Soldiers' Angels*** from your local bank.
10. You will be responsible for returning all unused Soldiers' Angels promotional materials as instructed by your assigned Community Network Coordinator or the SA Corporate staff.
11. We have staff working on nationwide drives and larger donations from companies and corporations. If you have a company in mind for donations, contact the SA Corporate Office ([adavidson@soldiersangels.org](mailto:adavidson@soldiersangels.org)) to make sure there are no duplications.

# Suggestions for Donations Drives & Fundraisers

*Check out your Donations Kit for documents and important forms!*

- Take the *Soldiers' Angels Facts & Overview* or *General Info Handouts* to your local Wal-Mart, Sam's Club, K-mart, Ross or Target. They are great resources for getting \$20 - \$30 gift cards that can be redeemed for products to use towards your Items Donations Drive. They have a form that must be completed and turned in every month.
- Take the *Facts & Overview* or *General Info Handouts* to your local grocery, discount and drug stores; these stores may donate items for your drive.
- Elementary, Middle, Junior High, and High Schools can be a great resource.
  1. Elementary schools are great for the "Pennies for Heroes" Donation Drive, as well as letter and card drives. Make an appointment to meet with the principal.
    - a. Once the school has agreed to participate, coordinate with the school as to furnishing a letter/memo to send home to parents explaining the type of drive in which the children will be participating.
    - b. The school will schedule days and a period of time to have the drive. Ask the principal if you can be present on the final day of the drive to be able to walk to different classrooms and thank the students and teachers for their efforts.
  2. Middle Schools, Junior High Schools, and High Schools are great for item donation drives, as well as "Pennies for Heroes" drives. Make an appointment with the principal. Take the *Facts & Overview* and *General Info Handouts* with you.
    - a. Coordinate the specific items desired and the dates for the donation drive.
    - b. Provide drop off boxes if they need them. Large cardboard boxes wrapped in colorful/patriotic paper designs work great! You will have to empty them daily.
    - c. Ask permission to have the media come to the school to report on the school's efforts to support our military. Also check with the school to see if they might want to have a celebration to highlight the volume of donations.
    - d. Leave your contact information with the school office so they can contact you during the drive if they need help.
    - e. Following the last day of the donation drive, make sure that you have the names of school staff and teachers that helped with the drive; finish up by clearing out all the materials, boxes and last donated items.
- We will issue a Golden Wing Award certificates for schools, teachers, businesses, etc. who participate in our mission. Email names, businesses info for certificates to SA Corporate Offices ([adavidson@soldiersangels.org](mailto:adavidson@soldiersangels.org)).

**Remember:**

- } Any public requests for Solders' Angels 501(c) (3) financial reports should be emailed to SA Corporate Office ([adavidson@soldiersangels.org](mailto:adavidson@soldiersangels.org)). Include names and their email address, company fax number and/or mailing address. You can also refer people to the "About Us" section of the SA website.
- } All donation drives must be scheduled with your assigned Community Network Coordinator or the SA Corporate Office ([adavidson@soldiersangels.org](mailto:adavidson@soldiersangels.org))
- } Expected expense reimbursements must be pre-authorized by your assigned Community Network Coordinator or the SA Corporate Office PRIOR to your event.
- } Donation forms must be completed at the end of an item donation drive/fundraising event. Originals (and donated money) go to SA Corporate Office in Pasadena. Copies go to your assigned Community Network Coordinator if you worked with a CNC. Gifts-in-kind itemized list and donors' values are emailed to [sacorporate@soldiersangels.org](mailto:sacorporate@soldiersangels.org).
- } Gifts-in-kind items are shipped to Soldiers' Angels warehouse. There are two locations:

Soldier's Angels 112 Greenhill Road Ramseur, NC 27316	Soldiers' Angels 4408 N PanAm Expwy San Antonio, TX 78218
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- } We have staff working on nationwide drives and larger donations from big companies and corporations. If you have such a company in mind, contact the SA Corporate Office ([adavidson@soldiersangels.org](mailto:adavidson@soldiersangels.org)) to make sure there are no duplications in effort.

## FAQ

### What if a person/company wants SA tax/financial paperwork?

For businesses or individuals that request more financial information or SA tax records, get their company name, person's name, address, phone and fax numbers, and email info. Send the request and contacts to the SA Corporate Office. The IRS Tax ID number, SA financial report, and SA tax records are also available to the public through the SA website under the "About Us" sections.

### What do I do with my collected items and money?

The money and items collected from donation drives/fundraisers held on behalf of SA or promoting SA or while wearing your SA logo-wear **are the property of Soldiers' Angels Corporate**. The money goes to SA Corporate, and items are shipped to SA warehouses. Any and all exceptions must be pre-authorized by your assigned Community Network Coordinator or the SA Corporate Office ([adavidson@soldiersangels.org](mailto:adavidson@soldiersangels.org)). Be sure to clarify in your Donations forms.

Note: If you receive gift cards to purchase items, send the used gift cards and the original receipts of items purchased with them in your Donations Report to SA Corporate Office in Pasadena, CA. Copies of your Donation forms and report go to your Community Network Coordinator if you worked with one.

### Who is responsible for the tracking of donations?

Everyone is responsible: **You**, as a collector of donations, are responsible for filling out the proper Donations Forms, ensuring that the items donated and money collected are sent to the proper locations. Copies of your Donations Forms and reports are sent to your **Community Network Coordinator** or the **SA Corporate Office**, who will follow up as needed. **SA Corporate** deposits the money into their accounts, and makes their reports. The **SA warehouses** stock and report on the items received. All your Donation reports, SA Corporate financials and SA warehouse inventory records are matched up and used to generate reports, as required by a 501(c)(3) charity, to the **IRS**. Even the **donors** submit information of their own donations on their tax forms to state and Federal IRS. **Audits** then match the charity and donor reports.

### How do I record the items dropped off in my collection bin?

For donated items that are dropped off in collection bins, make an itemized list of what the items are, quantities, and your estimated dollar value for each item. Summarize this information on your Donation forms using the "donated items" columns. Email your detailed itemized list to [sacorporate@soldiersangels.org](mailto:sacorporate@soldiersangels.org).

Questions? Contact your assigned Community Network Coordinator, or the SA Corporate Office ([adavidson@soldiersangels.org](mailto:adavidson@soldiersangels.org)).

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