



2023 Fast Facts

Direct your donors to give online at www.montereycountygives.com starting November 09

Forward donations to CFMC	If your nonprofit directly receives a donation in the form of a check, mail or bring it to the Community Foundation for Monterey County, Attn: MCGives!, 2354 Garden Road, Monterey CA 93940. Checks <u>MUST</u> be made payable to “Community Foundation for Monterey County” (or CFMC, or CFMC/MCGives).
Checks	<u>Payable To:</u> they must be made payable to “Community Foundation for Monterey County” (or CFMC, or CFMC/MCGives) . We cannot accept checks made out to your organization, or checks from your organization. <u>Organization Designations:</u> Donors should fill out the donation form and mail it with their check. If only one designation, add it to the memo line. If more than one, add MC Gives! to memo line with donation form attached.
<u>Do not</u> hold donations until the end of the campaign.	Bring or mail them to the CFMC as soon as possible. Donations delivered or postmarked after 12/31/2023 will not be eligible.
Cash Donations	To accept cash donations, we need to know the name, address and amount given by each donor . Please consolidate into as large as bills as possible and provide a donation form.
Official Tax Letter	We encourage you to send thank you letters to your donors; however, these <u>cannot</u> be worded in a way that it could be used as a tax donation letter. Online donors will receive an email from the CFMC that will serve as their official tax acknowledgement. They will not receive a letter. Other donors will receive a mailed acknowledgement from the CFMC.
Agency Contact Person Changes	If the contact person at your agency changes , let Linda Maceira at the Weekly know immediately at 831.394.5656 or linda@mcweekly.com . This contact will receive all campaign information and a daily email of all donors to your agency.