



2022 Fast Facts

Direct your donors to give online at www.montereycountygives.com starting November 10

Forward donations to CFMC	If your nonprofit directly receives a donation in the form of check, mail 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). We cannot accept checks made out to your organization. Be sure to have your donors specify which organization(s) they wish to support on the check memo line or an attached note (donors do not need to write separate checks for different organizations), and include their contact details.
<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 12/31/2021 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.
Official Tax Letter	We encourage you to send thank you letters to your donors; however, these cannot 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.