



Fundraiser Wrap-Up Guide

When you have finished collecting donations for your health. moves. minds.® Fundraiser, follow these simple steps to close out your event and to receive your earned incentives.

1 Notify SHAPE America That Your Fundraiser Has Ended: When you have finished accepting donations for your Fundraiser, send an email to sjumps@shapeamerica.org so we can get started recognizing and rewarding your school and Fundraising Champions.

2 Submit Your Offline Donations: If you collected offline donations as part of your Fundraiser, be sure to complete and submit the [School Offline Donation Form](#) to SHAPE America. Along with the form, submit all offline donations:

- **as one lump sum** to SHAPE America via ACH/Direct Deposit (preferred and fastest method); OR
- **convert cash to a check or money order** and mail the check (slower; adds 2 weeks+ to receive your incentives).

Offline donations should be submitted **no more than 2 weeks after** you are finished accepting donations.

3 Submit Your Offline Donations Tracker: Email a copy of your completed [Offline Donations Tracker](#) to sjumps@shapeamerica.org to ensure that SHAPE America has a record of the number of students that raised at least \$50 online or offline to achieve the t-shirt incentive; be sure that the t-shirt size is identified on the Tracker for each eligible student that raised offline funds.

4 Provide any Matching Gifts Paperwork: Did any of your students' parents or donors make requests to have their gifts matched by their employers? If so, be sure to email the approved matching gift verification records to sjumps@shapeamerica.org.

5 Submit Charity Consent Paperwork: If you selected the Pay It Forward fundraising option, be sure that you have submitted all of the relevant paperwork to SHAPE America, including:

- [Charity Paperwork](#)

All forms must be dated during the 2022-2023 health. moves. minds. campaign year (August 1, 2022 to May 1, 2023). Even if you have partnered with the same charity in a previous year, **new forms must be submitted annually**. If the required forms are not completed and submitted **before** your school starts raising donations, the school shall receive the School Fundraiser fundraising option allocation instead.

6 Incentives Ordered: After SHAPE America receives the above paperwork, notifications and banks funds, the incentives (t-shirts, school banners and gift cards) will be ordered for your Fundraiser. Your incentives will take 2-4 weeks to be delivered to your school AFTER we receive the above paperwork and bank funds from checks and Matching Gifts.

7 Share Your Story: We love to see and learn how you implemented your health. moves. minds. Fundraiser. Be sure to [share your health. moves. minds. story](#), including images and/or video of your celebratory event! Your story may be shared via the "In the Zone" e-newsletter, via social media, or in promotional e-blasts to inspire others.