



# School Offline Donation Form

Did you know that your students can collect offline donations, in addition to raising funds online? When your fundraiser is over, 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 us the check (slower method; adds 2 weeks+ to receive your incentives). Please submit your offline donations **no more than 2 weeks** after you are finished accepting donations. Once we receive your donations via ACH/Direct Deposit or check, we will confirm those donations on your school's fundraising page total. ACH/Direct Deposit, checks and matching gifts are not added to your fundraiser page until SHAPE America has received bank funds from these donation types.

Students raising offline donations are eligible to earn one (1) t-shirt incentive if they raise at least \$50. Be sure to use the [Offline Donation Tracker](#) to record and track which students earn the incentive; you will be able to record the student's t-shirt size in the Offline Donation Tracker.

**School Name:** \_\_\_\_\_

**School Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Team Champion Name:** \_\_\_\_\_

**Fundraiser End Date:** \_\_\_\_\_

**Event Type:** \_\_\_\_\_

**School Fundraising Total:** \$ \_\_\_\_\_

Please do not send cash – convert all cash to a check. All offline donations should be submitted to SHAPE America **as a lump sum**, via ACH/Direct Deposit or check using the instructions below.

### Payment by ACH/Direct Deposit *(fastest method)*

**Beneficiary Name:** Society of Health and Physical Educators  
**Beneficiary Address:** P.O. Box 225, Annapolis Junction, MD 20701  
**EIN Number:** 52-0886491  
**Beneficiary Bank Name:** First National Bank of PA  
**Bank Address:** 317 Meeting Street, Charleston, SC 29401  
**Bank Telephone Number:** (866) 750-5298  
**Bank Account Number:** 97626039  
**Bank Routing Number:** 043318092

Please send an email to [businessoffice@shapeamerica.org](mailto:businessoffice@shapeamerica.org) with detailed remittance information. Include a copy of this form so that your donation may be applied correctly to your school event.

If you prefer for SHAPE America to facilitate the ACH/Direct Deposit on your behalf, [simply complete this form](#). You'll receive an email confirmation that your payment request has been submitted. Once processed, the payment (your offline donations) will be applied to your school's fundraising page total.

### Payment by Check *(adds additional 2 weeks+ to receive your incentives)*

**Make check payable to:** SHAPE America

**Mail check to:**  
SHAPE America  
health. moves. minds.® Fundraiser  
P.O. Box 225  
Annapolis Junction, MD 20701

Include a copy of this form with your check.