



## **2015 COREY C. GRIFFIN NHL ALUMNI PRO-AM TOURNAMENT DONATION INSTRUCTIONS & IMPORTANT INFORMATION**

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### **GENERAL INFORMATION:**

- The NHL Alumni Association is a registered 501(c)(3) non-profit organization.
- The Federal Tax ID Number for the NHL Alumni is 98-0372718.
- The corporate address for the organization is: 111 Westport Plaza, Suite 600, St. Louis, MO 63146
- **The mailing address for all Pro-Am donations is: P.O. Box 171597, Boston, MA 02116**

### **ONLINE DONATIONS:**

- The easiest way to receive donations is to have your donors visit the website and donate online. By doing so, they will automatically receive an email confirmation and a tax receipt.
- In the event you or any of your donors has questions or needs help with online donations, please email Erinn at [erinnzent@nhlalumni.net](mailto:erinnzent@nhlalumni.net).

### **OFFLINE DONATIONS – CHECKS AND CASH:**

- Please make checks payable to the “NHL Alumni Association”
- Please use the Pledge Form to record and keep track of your offline donations in the form of checks or cash.
- You can download the Pledge Form on your personal fundraising page by clicking on “Fundraising” and then “Download Forms”.
- Checks can either be hand-delivered to Jason or Erinn; or they can be mailed directly to the NHL Alumni Association at P.O. Box 171597, Boston, MA 02116.
- Please instruct donors to put your name (or your team’s name for a general team donation) on the memo portion of the check so that the donation can be credited properly. That way we can still credit you for the donation even if the check gets separated from the Pledge Form for any reason.
- Once your donation is received by the NHL Alumni Association, it will be recorded on your fundraising page as an offline donation.
- In the event a donor makes a check payable to the Boston Bruins Foundation or Boston Children’s Hospital, please mail it to the NHL Alumni Association anyway and NOT to Boston Children’s Hospital or the Bruins Foundation. Once we receive it, we will credit your fundraising page with the donation and forward it to the appropriate place.

### **CORPORATE MATCHES:**

- If you know your company is going to provide a corporate match for a donation(s), please email those matches to Erinn at [erinnzent@nhlalumni.net](mailto:erinnzent@nhlalumni.net).
- Include the name of the donor and the amount that will be matched.
- Do not lump corporate matches together into a lump sum, please send them each as separate line item. You can collect them and email them over in bulk, or you can email them as you go, whichever you prefer.
- If your company needs any additional information to set up a corporate match, please have them contact Erinn and she will coordinate the set up.