

Handling Donations and Speaker Requests

Our Ambassadors are trusted volunteers working hard to bring awareness in nearly every state. While you're hosting resource tables and doing presentations, donors will want to contribute the Shared Hope's work.

Below is a list of guidelines to keep you safe and uphold Shared Hope's reputation as a trustworthy charitable organization.

We want to measure carefully the effect of Ambassadors nationwide. As we continually upgrade our systems to accurately measure the impact you're having, it's vital to report your events so we know where the prevention message is bringing awareness ... and where it's not yet being shared. We need to know where gaps are in states without Ambassadors and how we can recruit in those areas.

Why are the sign in sheets so important to gather as many names with as much contact info as possible? There are donors who want to contribute towards the spread of awareness education, and the only measurement we can give them is to show them how many people hear the message. When we can show them the numbers, it encourages them to continue donating. Attached is a manual reporting sheet with a sign-in sheet as page 2 for your use at events. Enter the information into the form online at <http://sharedhope.org/event-tracking/>.

Here are a few tips for you to help us accurately measure your effectiveness:

1. Report your events online at the link above.
2. When someone gives you cash, ask them to sign the sheet in this file with their contact information, write next to their name how much they donated so we can send them a receipt documenting the donation from them. (also note if they received a book or other item)
3. If you receive cash donations without contact information, include a note with your check for the cash so our accounting office can match the donation to the correct Ambassador as your event. Write Your Name/What event/Where/When on a sticky note with your check to explain the cash collected. This will help us properly identify the donation and give you credit.

Thank you for helping us measure results accurately and track your effectiveness!

Jo Lembo / *National Outreach Manager*

Jo@sharedhope.org / Office: 360-830-6095

How to Handle Donations and Speaker Requests

- It is understood that Ambassadors may have SHI items for sale on their tables that they have purchased at a discount from our website, such as books or kits.
- Linda Smith's books may be sold for \$10 each and Chosen USB for \$25 (special event pricing) You may utilize the revenue to replenish your supply of books and kits to continue selling at hosted tables. Any donations above yours costs are the property of SHI.

Donations are received in the following ways:

- Checks made to Shared Hope International
- Cash accepted
- MOST DESIRED: Encourage people to donate online at www.sharedhope.org/donate/

Processing Donations

All Ambassadors recognize that they are volunteer representatives of Shared Hope International.

All donations received at an event where you are representing "Shared Hope" is recognized the donor's intent to donate to Shared Hope International, and SHI must receive those funds.

If you have collateral that you received at a discount from Shared Hope, and you make it available for the suggested amounts listed above, **it is expected that the difference between what you donated and what the person gives you will be given to Shared Hope as a donation.**

Checks:

- Instruct that checks be made payable to "Shared Hope International".
- Put the checks into a secure bank bag or manila envelope and kept on your person at all times during your event.
- At the end of the day, the checks should be sealed in an envelope and mailed to the office of Shared Hope International, PO Box 65337, Vancouver, WA 98665

Cash:

- When a donation is made in cash, please fill out the attached LOG SHEET with name, contact info and WHAT ITEM the payment is for so that person may receive a receipt by mail.
- Place all cash into a secure bank bag or manilla envelope kept on the person of the Ambassador during the event at all times.
- At the end of the day, to account for all cash donations, the Ambassador should write a personal check with "Donations accepted at (fill in date/event)" on the memo line.

If you have questions, you may call the Accounting Office at 360-693-8100.

See form on next page: CASH Log Sheet

CASH LOGSHEET FOR EVENT: _____ DATE : _____

Specific Collateral Item(s) or write DONATION ONLY/Name	Quantity	Amount	To receive a receipt provide complete info.
1.			Mailing address:
			City State Zip:
			Email:
			Phone:
2.			Mailing address:
			City State Zip:
			Email:
			Phone:
3.			Mailing address:
			City State Zip:
			Email:
			Phone:
4.			Mailing address:
			City State Zip:
			Email:
			Phone:
5.			Mailing address:
			City State Zip:
			Email:
			Phone:

Why Encourage People to Use the Speaker Request Form?

Often when you complete a presentation, the ripple effect will be someone asking for another request to present. Shared Hope requires that all presentation requests come through <http://sharedhope.org/join-the-cause/request-a-speaker/> to insure proper processing and response. The request then comes to our office and is assigned as appropriate by the presentation requested, the Ambassador's experience, and the region of the request, and is based on the availability of an Ambassador to fulfill the request. A requestor may ask for a specific Ambassador by name, which helps us expedite the request.

- Shared Hope is unable to reimburse volunteers for expenses.
- Shared Hope doesn't charge a speaker fee for awareness presentations.
- When a speaker request form is filled out, on occasion the hosting organization may offer the Ambassador to pay travel costs.

When a speaker request includes a specific Ambassador's name, we ask you to adhere to the following:

4. Recognize that when you are asked to present as Shared Hope International, Ambassadors are expected to represent only Shared Hope International, and not receive donations, speaker requests or display materials for any other organizations they may be affiliated with.
5. When we assign a speaker request to an Ambassador, we provide the contact information and details of the request to the Ambassador asked to fulfill the presentation. An e-mail introduction is also provided from our office to the requestor and the Ambassador to establish the contact is made.
6. When offered travel expenses, Ambassadors may accept monies as a personal transaction between them and their event organizer. *Example: a check is made out to the Ambassador personally for the amount agreed upon for travel expenses.*
7. Shared Hope gratefully accepts donations in Lieu of a speaker fee.

If you have questions, please contact the National Outreach Manager at

Jo@sharedhope.org / Office: 360-830-6095