

Offline Donations

An offline donation is any donation you made to CRUK, either via a Relay committee or directly to CRUK itself, which hasn't gone through an online JustGiving page.

Sometimes, teams need to bank donations offline when they are unable to donate their fundraising via their own online fundraising pages.

What can be added as an Offline Donation?

What **can** be added:

- If a team hands the Accounting Chair money from a collection, event or other fundraising activity
- Relay sponsorship money that is not banked via an online page
- Corporate sponsorship that was not donated via an online page but donated directly to a team or the committee

What **cannot** be added:

- Money raised from donation stations.
- Money raised online from sponsorship from another Cancer Research UK fundraising product, e.g. Walk All Over Cancer or 100 Squats a day.

How to add an offline donation – the committee

If the committee wishes to add an offline donation to the Relay's page, they will need to follow the registration process to create a Committee Team (see page 8) . Once a Committee Team has been created, offline donations can be added to the page by following the offline donation process.

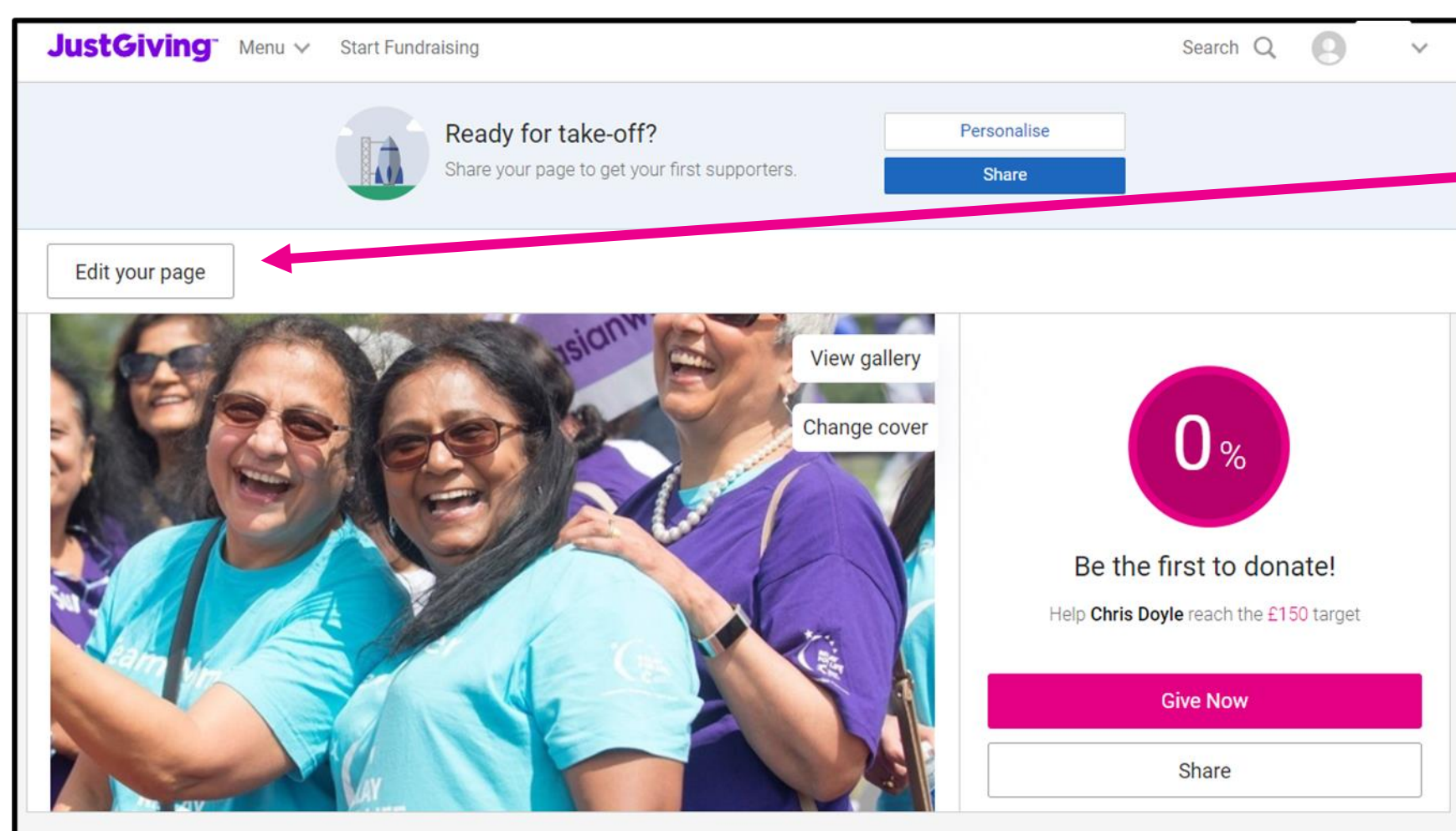
Please note: the committee cannot add offline donations onto participants' pages.

If a person wants to add an offline donation onto their fundraising page, they must follow these steps:

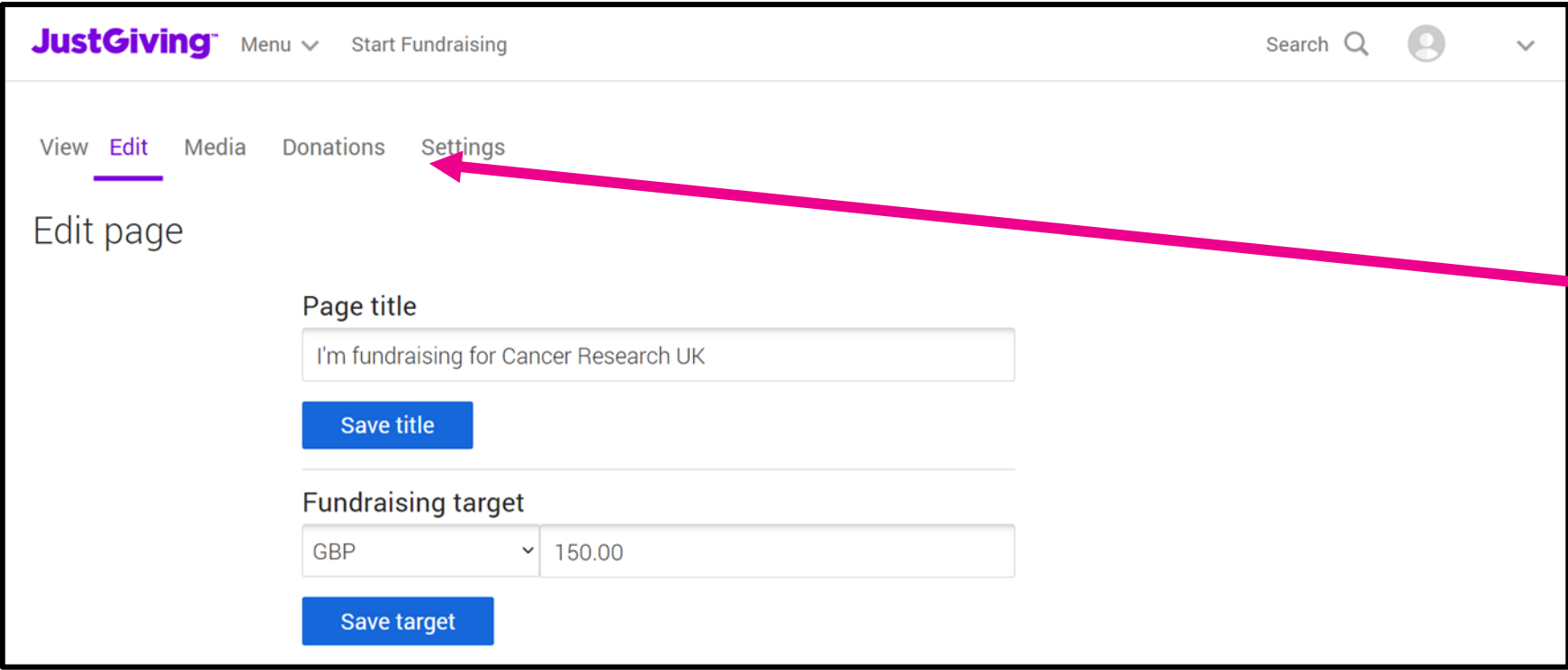
- Contact the Accounting Chair from the Relay Committee **BEFORE** adding any offline donations to the page to arrange a time to hand over the funds. **This is important.**
- Give the Accounting Chair the total donation in cash, or transfer money via BACS to the Relay's bank account, that they want to add as an offline donation.
- Once the Accounting Chair is happy that they have received the donation, they can confirm the offline donation with the person.
- The person can then add the offline donation amount onto their fundraising page by following the below steps.

How to add an offline donation on your page

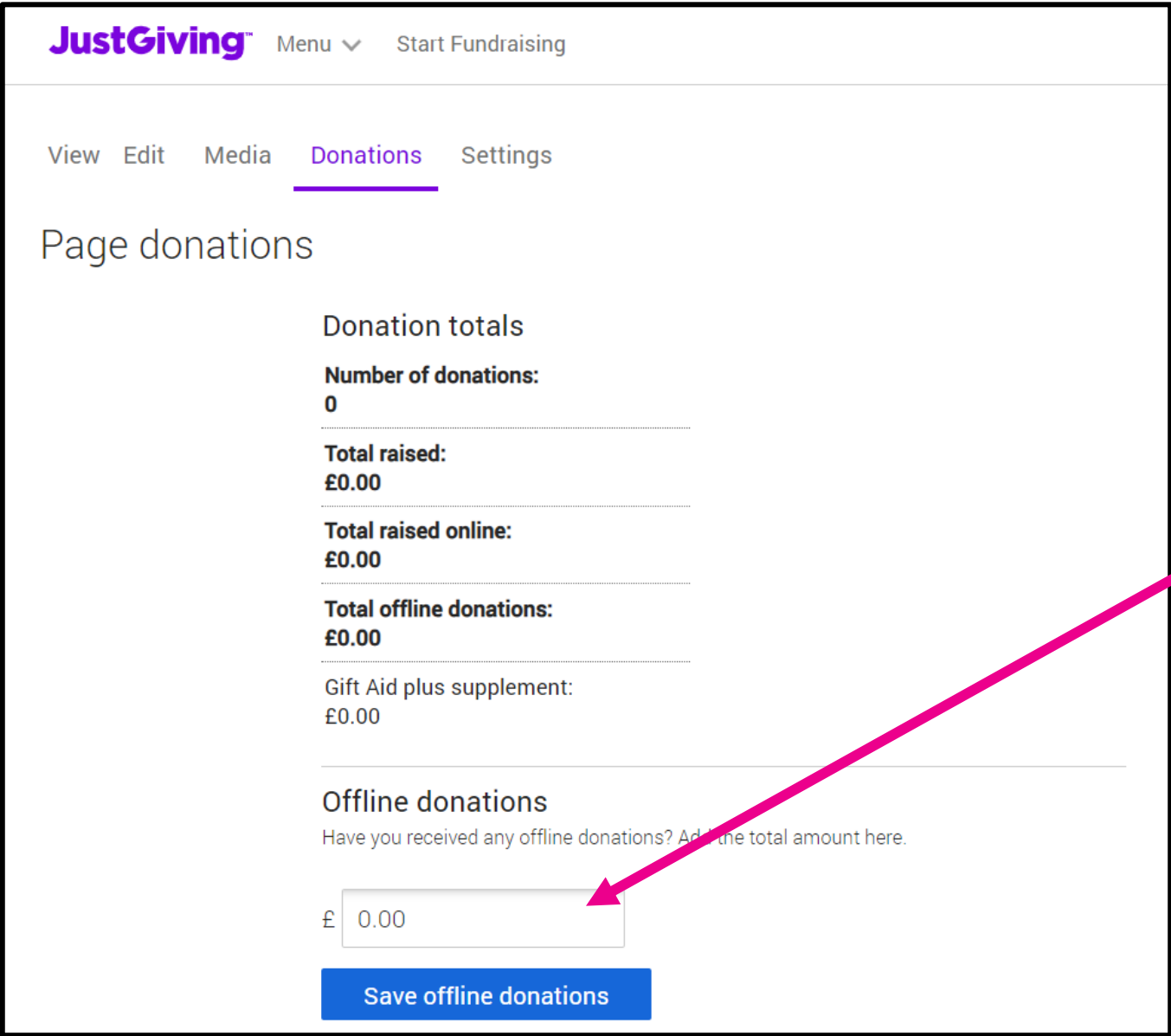
After agreeing that you can submit your offline donation, go to [JustGiving.com](https://www.justgiving.com), log in, then go to your Relay For Life fundraising page.



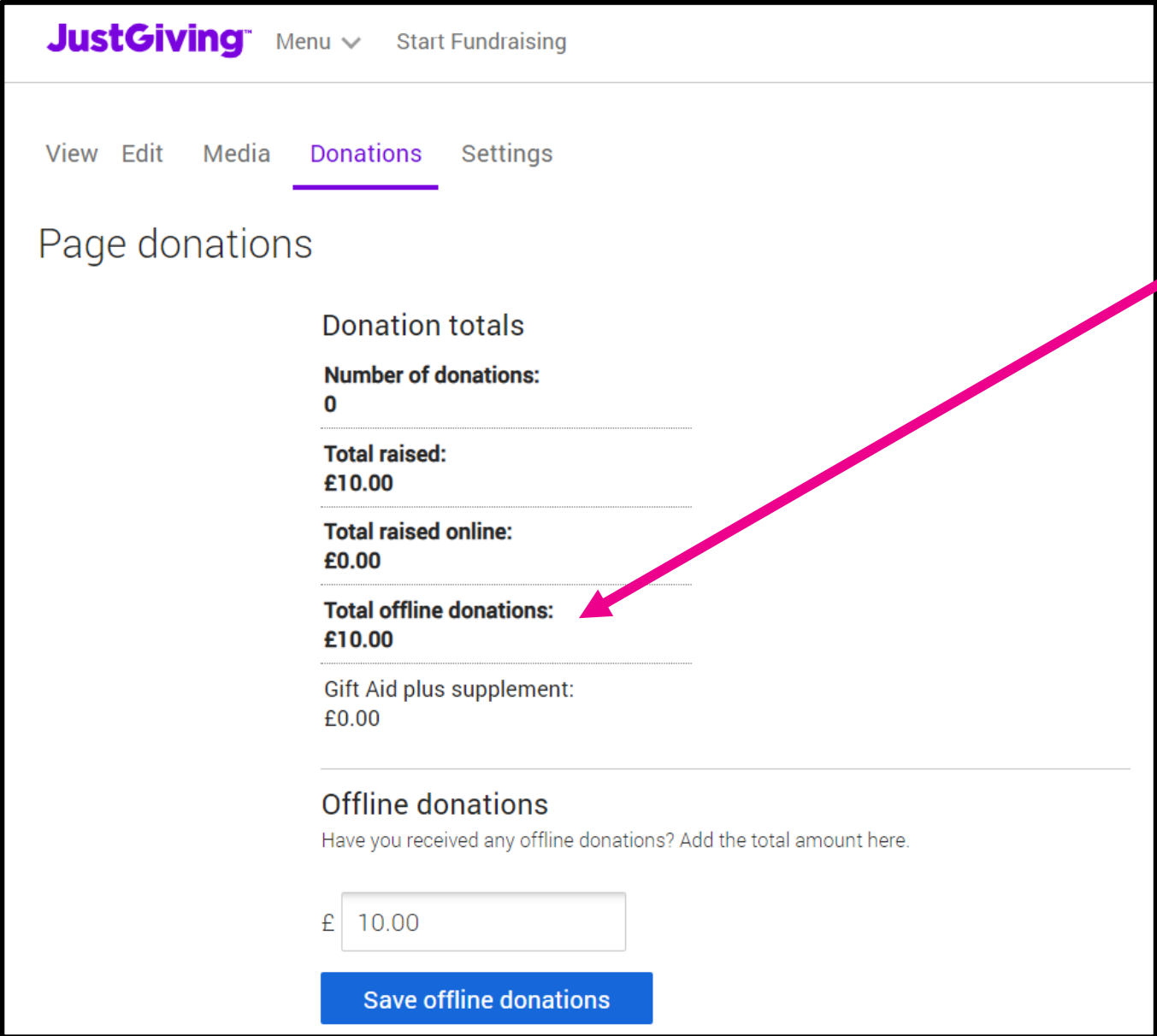
Click the 'Edit your page' button (located above image)



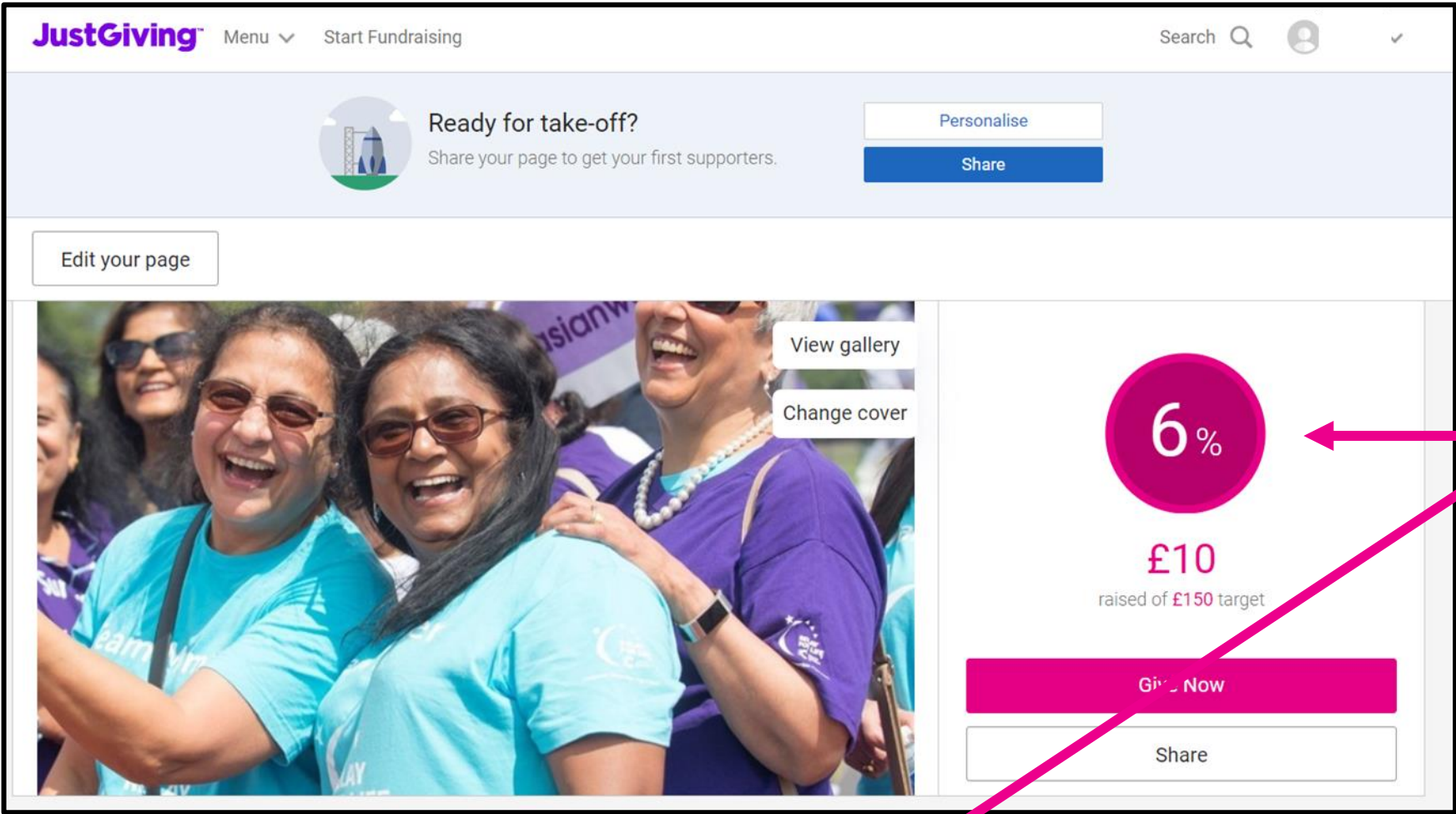
Click the 'Donations' tab at the top.



Halfway down, you will see a section called 'Offline Donations'. Once you have given your money to the Accounting Chair, and they have given approval, you can write the amount in the box. Double check the figure, then click 'Save offline donations'.



Your donation will then show in the 'Donations totals' section.



It will also be added to your main fundraising page totals.

Donation summary		
Total raised	Online donations	Offline donations
£10.00	£0.00	£10.00

How to add more offline donations

If you have more offline donations to make, please follow the same procedure of notifying the Accounting Chair.

JustGiving **does not** automatically add the two amounts together so please input the **new total** of both donations.

If you have made a mistake, and inputted the wrong amount for your offline donation, this can be rectified by following the previous instruction and inputting the correct amount. However, please do notify the Accounting Chair **before** actioning.

Donation Reports

A nominated person from the committee will receive a **daily email** from JustGiving with details of the income on each fundraising page.

	A	B	C	D	E	F	G	H	I	J	K	
1	Charity	Nar	EventID	EventName	FundraisingPageURL	Fundraiser	Fundraiser	PageDonation	PageGiftAi	PageOfflineAm	TeamName	TeamURL
2	Cancer Re:	8916593	Relay For Life Gwynedd and Anglesey 2025	www.justgiving.com/meryl durkan-66b9e8dd317c20b3e8be8ba0	Meryl	Durkan		16	0	0	Dona's Diamonds	www.justgiving.com/team/donas diamonds-
3	Cancer Re:	8916593	Relay For Life Gwynedd and Anglesey 2025	www.justgiving.com/keane webster-66b7678b254d3cd795d2eb15	Keane	Webster				25	Dona's Diamonds	www.justgiving.com/team/donas diamonds-
4	Cancer Re:	8916593	Relay For Life Gwynedd and Anglesey 2025	www.justgiving.com/casey williams-66b3c5ea6847e8605957e6b1	Casey	Williams				0	Dona's Diamonds	www.justgiving.com/team/donas diamonds-
5	Cancer Re:	8916593	Relay For Life Gwynedd and Anglesey 2025	www.justgiving.com/linda west-66cc6e611f603e64a7b2d1c7	Linda	West		47	11.75	0	Ynys Mon Wild Warriors	www.justgiving.com/team/ynys monwildwar
6	Cancer Re:	8916593	Relay For Life Gwynedd and Anglesey 2025	www.justgiving.com/delma williams-66b48e23cbe38a2f745e3a0	Delma	Williams				0	Dona's Diamonds	www.justgiving.com/team/donas diamonds-
7	Cancer Re:	8916593	Relay For Life Gwynedd and Anglesey 2025	www.justgiving.com/lynn evans-66b29a057dbe7333c3c1eb6c	Lynn	Evans				0	Dona's Diamonds	www.justgiving.com/team/donas diamonds-

The report will be in an excel format and shows the value of the page plus gift aid and offline donations along with the page URL and the team name if applicable.