

## **PROCEDURES FOR FINANCIAL DONATIONS:**

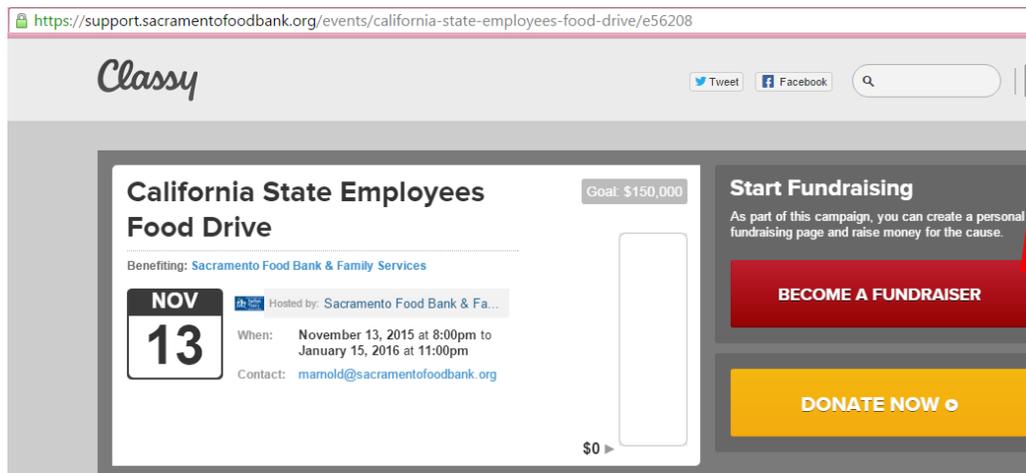
**Important:** Funds collected for the CA State Employees Food Drive cannot be used to offset employees/agency expenses. (For example: reimbursement for mileage/gas) All funds collected must be applied to the Food Drive as required by law.

All monetary donations are used by Sacramento Food Bank & Family Services to purchase food items, in bulk, which are then distributed to our 210 Partner Agencies throughout Sacramento County. Financial donations are very important to this program. Through your generosity, Sacramento Food Bank & Family Services is able to maximize buying power through volume purchasing.

## **SETTING UP YOUR AGENCY FUNDRAISING PAGE:**

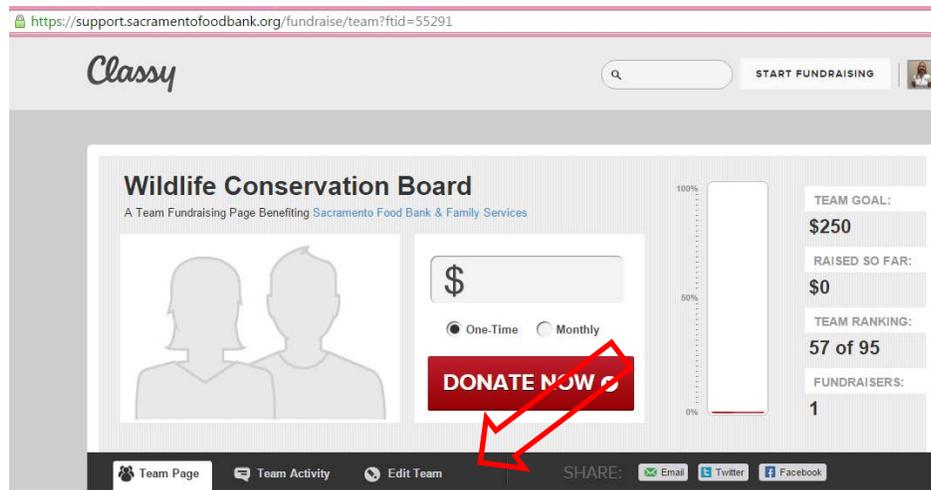
Each Agency Coordinator will need to create their own individual fundraising page as the “team captain.” Each agency may only have one captain and the fundraising page is only used to allow the team captain control of the team page. Once this page is set up the Coordinator will have access to set Agency specific goals and keep track of donations. A link to the Agency’s team page can be given to employees, friends and families for easy and secure donations as well as Agency tracking to the Food Drive.

1. **Create your fundraising page:** go to <https://support.sacramentofoodbank.org/events/california-state-employees-food-drive/e56208>. Click “BECOME A FUNDRAISER”.



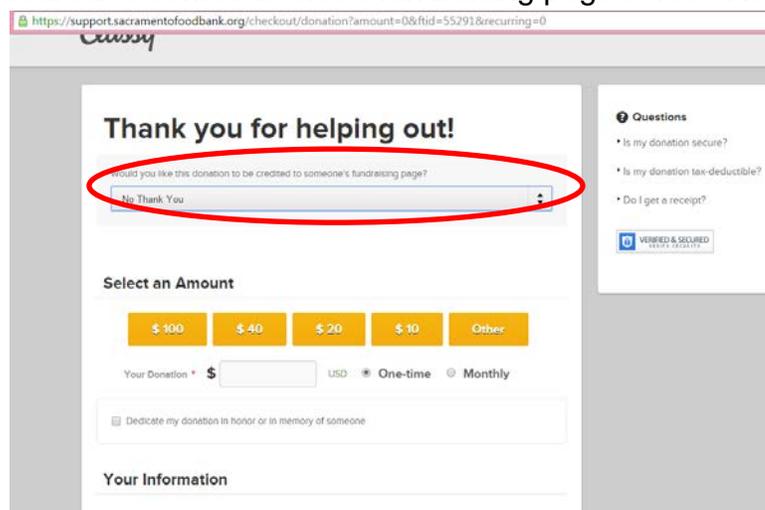
2. **Create an account:** Under “Signing up with Email” enter your name, email, password and date of birth. Follow the prompts and come up with an Agency page title, fundraising goal (leave blank as you will edit your team goal on your team page) and fundraising end date (February 5, 2016). Join the team (Agency) you are representing.
3. **Edit existing team page:** Each Agency Coordinator (team captain) edits their team page. A team fundraising page will be created by SFBFS on the back-end of the

online platform for each Agency. **You will receive this link via email from Peggy Marshall prior to the start of the Food Drive.** Access your team page by clicking the link e-mailed to you. Click edit team:



From here you can edit your specific Agency's fundraising goal, add/edit a team photo, add photos and/or videos and personalize your page. Click "Update Page" to save your changes

- 4. Start fundraising:** Share your team fundraising page link with State employees, friends, family members and colleagues by using the share feature (email, Twitter or Facebook) or by copying and pasting your team page link for distribution.
- 5. The donation process:** The donation process is secure, quick and easy! From the team page click the "DONATE NOW" button. In order to make sure the donation **does not** get credited to someone else's fundraising page select "No thank you".



Select a preset donation amount or enter a custom amount. Click the checkbox if you would like your donation to be in honor or memory of someone. Follow the prompts to enter your information and payment details. Click “SEND YOUR GIFT”.

- 6. Confirmation:** Once the donation has been successfully processed, the donor will see a successful donation screen. They will also receive a donation receipt via e-mail that may be used for tax purposes if desired. The Agency Coordinator will also receive an e-mail that the donor made a donation to their team page.



- 7. Questions:** If you have any questions or need help with the online system setup or donation procedures please don't hesitate to contact Peggy Marshall at [stateemployees@sacramentofoodbank.org](mailto:stateemployees@sacramentofoodbank.org).