



After **Your** Fundraiser

Follow Up

It is important to acknowledge each donor and supporter of your fundraiser. While MHC will send tax receipts and formal acknowledgements for all donations we receive, the people who give to your fundraiser are giving because of your efforts and recognize the good work you are personally doing in the community. Be sure to thank them for their contributions and participation in your fundraiser.

Sample Thank You Letter to Donors

Dear <NAME>,

Thank you for your generous donation to my fundraiser for Mental Health Connecticut. Because of you, MHC will be able to fund additional health and wellness programs for its program participants and the community at large.

I joined the #Be1of110 movement to inspire others to adopt new healthy habits while helping to expand MHC's community-based health and wellness programs. On <Insert Date you started your fundraiser> I pledged to raise \$1,000 for MHC and, thanks to you, I <insert status of reaching your goal, i.e. "reached my goal" "exceed my goal by \$..." "am only \$... away from reaching my goal">.

With gratitude,

Data Collection

In order for MHC to make formal recognitions and send tax receipts to each donor, we are relying on you to capture contact information for all offline donations. Please use the form provided on page 20 to track all offline donations, including in-kind (use of a venue, donation of food, beverages, or supplies for an event, donation of a prize or giveaway, etc.)

All online donations made through the #Be1of110 page or your personal fundraising page will come directly to MHC along with the contact information for the donor so there is no need to track these donations on your sheet.

Submitting Donations to MHC

You may submit your donations to MHC as often as you'd like. We recommend that if you are collecting year round, to send funds on a monthly basis. If you are planning one large event, you may send funds from your event directly following the fundraiser.

When sending donations, please include a copy of the donation form on page 25. In order for MHC to give you or your team credit for funds raised, this form must be completed with your name or team name, matching what is listed on your personal fundraising page. If you choose to only collect offline donations, please make a note of this on your form.

All donations must be mailed to or dropped off to:

Mental Health Connecticut
Attn: #Be1of110
61 South Main St., Ste. 100
West Hartford, CT 06107

