

Your Kids Heart Challenge EVENT WRAP-UP!

How great was that?
Now count your donations and celebrate!

1 ORDER THANK-YOU GIFTS

- From your **Online HQ**, click **Thank-You Gifts** under **Steps to Fundraising Success**.
- Enter your student donations.
- Click **Manage Thank-You Gifts** to keep track of students who've gotten instant gifts.
- Order your school's thank-you gifts by clicking **Submit**.

2 COUNT & PROCESS DONATIONS

- Convert any cash to a check or money order.
- Put any **Matching Gift Forms** in your white postage-paid envelope. Donors receive these forms from employers and turn them in to you. Forms must be included, but you don't need to fill anything out on them.
- Even if thank-you gifts were ordered online, please mail the completed **Summary Gift Order Form** (can be printed directly from the online ordering dashboard) along with all your checks, money orders and **Matching Gift Forms** in one of the white postage-paid envelopes provided. A second envelope is included for late donations.
- Print the **Enter Student Donations** page so you know how to distribute thank-you gifts when they arrive.
- For legal purposes, please keep envelopes and permission slips for one year.

3 ANNOUNCE YOUR SUCCESS

Let the school know the outcome and thank all those involved. Here are a few ideas:

- Announce the total raised in the morning announcements or at an assembly!
- Send an all-staff email announcing total donations plus highlights from your event and/or top fundraisers.
- Post event results and photos on your school website.
- Post your fundraising total on the school marquee.
- Work with students to create thank-you cards for any special volunteers, sponsors or donors.

4 FOLLOW THROUGH

Did you set school challenges or student incentives? Try to honor these challenges within a few weeks so they stay fresh in the students' minds.

5 DISTRIBUTE THANK-YOU GIFTS

- Student thank-you gifts should arrive within four to six weeks after you send off your donations.
- Try to distribute the gifts as soon as you receive them. If you have issues with sizes or quantities, contact your American Heart Association representative.

For nearly 100 years, the American Heart Association has been fighting heart disease and stroke, helping families and communities live happier, healthier and longer lives.

