

# 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 sendoff 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 over 100 years, the American Heart Association has been fighting heart disease and stroke, helping families and communities live happier, healthier and longer lives.*