Mass General Brigham Marathon Team - Fundraising Resources

Sections

- GivenGain Fundraising
- Donations Overview
- Donation Do's and Don'ts
- Donor Advised Funds
- Matching Gifts
- Frequently Asked Questions
- Offline Donation Cover Sheet

GivenGain Fundraising

We're excited to be using GivenGain! This platform provides a centralized fundraising experience, making it easy for participants to personalize their fundraising pages, track progress, connect with donors, and access fundraising tools and resources all in one place.We're excited to be using GivenGain! This platform provides a centralized fundraising experience, making it easy for participants to personalize their fundraising pages, track progress, connect with donors, and access fundraising tools and resources all in one place.

We encourage you to explore the platform. Through your dashboard, you'll be able to manage your fundraising page, track donations, access donor information, and download donor reports to support your outreach and stewardship efforts.

GivenGain is our preferred fundraising method, as donations made through athlete fundraising pages are received and recorded in real time. Donors also receive an immediate tax receipt and acknowledgment upon completing their gift, creating a seamless experience for both fundraisers and supporters. This allows athletes to monitor their progress, thank donors promptly, and maintain fundraising momentum during the season.

Non-Profit Information

- **Charitable/Non-Profit Organization:** Mass General Brigham
- **Tax ID:** 04-3230035
- **Address:** 399 Revolution Drive, STE. 1330, Somerville, MA 02145

Donations Overview

You can raise funds both online and offline. All gifts are 100% tax-deductible to the extent allowed by law.

- **Online Donations (Preferred Method)**
  Are contributions made through an athlete's GivenGain fundraising page. If someone wishes to support your efforts online, please direct them to your personal GivenGain fundraising page. Online gifts are reflected on your fundraising page in real time, and donors receive an email tax receipt immediately after their gift is processed.
- **Offline Donations**
  Offline donations are contributions not made through an athlete's GivenGain fundraising page. This includes personal checks, Donor Advised Fund (DAF) grants, and other forms of giving. All offline donations should be sent to the Mass General Brigham Development Office at the address below and must be accompanied by the Donation Cover Sheet found at the end of this document.
- **Check Donations**
  Are accepted as a form of offline donation. All checks should be made payable to Mass General Brigham, with the athlete's name and cause listed in the memo line to ensure proper credit. We cannot accept checks made payable to the athlete.
- **Cash Donations**
  Are not accepted via mail. Please do not collect cash and then make a personal donation through your GivenGain fundraising page or by writing a personal check. Doing so makes you the legal donor of record. If you have a large sum of cash or if a donor provides a cash gift, please email BostonMarathon@mgb.org for guidance on the appropriate next steps
- **Tracking**
  Is required when mailing offline donations. Please email BostonMarathon@mgb.org the shipping carrier/tracking number, along with a screenshot of the donation cover sheet. Tracking only ensures that the donation has arrived at our office. It takes up to one week for processing and then one to two weeks to be reflected on your personal GivenGain fundraising page.
- **Mailing Address**
  Mass General Brigham Development Office
  Attn: 2027 Boston Marathon / Gift Administration / [Cause Name]
  399 Revolution Drive, STE. 1330
  Somerville, MA 02145

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Donation Do's and Don'ts

Do:

- Keep a copy of all checks and forms for your records.
- Let us know if a donor wishes to remain anonymous.

Don't:

- Mail cash. If you have cash, please email BostonMarathon@mgb.org for guidance.
- Mail a check without notifying BostonMarathon@mgb.org.

Important:

Whenever possible, we strongly encourage donors to make their gifts through your GivenGain fundraising page. This ensures that donations are credited to your fundraising total immediately, allows you to track your progress in real time, and provides donors with an instant tax receipt and acknowledgment.

Donor Advised FundsDonor Advised Funds

A donor-advised fund (DAF) is a charitable giving account that allows donors to contribute, receive an immediate tax benefit, and then recommend grants to nonprofit organizations over time. They are also known as Charitable Funds and Family Funds.

DAF's can take anywhere from 1-4 weeks to be received and processed by our office. Once they are, they will be added as an offline donation to your GivenGain fundraising page.

If a donor wishes to give to your fundraising efforts this way, they will need the following information:

- **Charitable/Non-Profit Organization:** Mass General Brigham
- **Tax ID:** 04-3230035
- **Address:** 399 Revolution Drive, STE. 1330, Somerville, MA 02145
- **Designation/Comments:** Boston Marathon Mass General Brigham Marathon Team for [Cause Name] in Support of [Your Name].

Matching Gifts: Double The ImpactMatching Gifts: Double The Impact

Many employers offer matching gift programs, which can significantly increase the impact of charitable contributions by matching all or a portion of an employee's donation to an eligible nonprofit organization. In some cases, companies will match gifts dollar-for-dollar (or even more), effectively doubling or tripling the support!

Not only can runners request a match for their own contributions through their own company, but donors who support an athlete's fundraising campaign may also be eligible to have their gifts matched by their employers.

How to secure a matching gift:

1. **Check eligibility** with your employer or your donor's employer using the company's matching gift portal or HR department. Make sure you are requesting your donors ask if their company has a matching gift program!
2. **Make or receive a donation** through your fundraising page.
3. **Submit a matching gift request** through the employer's matching gift process, which is often completed online. Please do NOT use your information or email for verification for any online forms. Please use:

   Matching gift contact: Gift Administration at Mass General Brigham
   Email: matchinggifts@mgb.org
   Phone: 617-424-4321

   If the company has a paper form, email BostonMarathon@mgb.org for next steps.
4. **Notify us** if additional information or verification is needed to complete the request.
5. **Share confirmations of a CONFIRMED match** by emailing BostonMarathon@mgb.org the confirmation email or document that a matching gift was confirmed from 'X' company, in the amount of '$X' from 'X' employee/donor.

Mass General Brigham Marathon Team - Fundraising Resources

Frequently Asked Questions

General Support

Who should my donors or I contact with questions about gifts?

Please email **BostonMarathon@mgb.org**. Our team will triage all questions and provide support as quickly as possible.

Fundraising Pages & Donation Tracking

A donor made a gift, but I don't see it on my fundraising page. What should I do?

Online gifts made through GivenGain are typically reflected immediately. If a donor's gift does not appear after a month or more, please contact **BostonMarathon@mgb.org** and provide the donor's name, donation amount, and date of the gift.

When will an offline gift be added to my fundraising page?

Once an offline gift is received by the Mass General Brigham Development Office, our team will process the donation within one week and then will post it to your GivenGain fundraising page within one to two weeks.

A fundraising deadline is approaching and my offline donation is not reflected on my fundraising page. What should I do?

First, make sure you have emailed **BostonMarathon@mgb.org** with the details of the incoming offline donation. If you have already notified us, there is no need to worry. Our team tracks these pending gifts and can count them on the backend, even if the donation has not yet been received or posted to your fundraising page. If you have not yet notified us of the gift, please do so as soon as possible.

What if a donor forgets to include my name on a mailed check?

Please email **BostonMarathon@mgb.org** with the donor's name, donation amount, and any additional information you have available. Our team will work to ensure the gift is credited appropriately.

Can a donor remain anonymous?

Yes. Donors may choose to remain anonymous when making a gift online. If an offline donor wishes to remain anonymous, please notify **BostonMarathon@mgb.org** when submitting the donation information.

Can donations be transferred from one athlete to another?

No. Donations are credited according to the donor's intent. If a gift was credited incorrectly, please contact **BostonMarathon@mgb.org** as soon as possible.

Matching Gifts & Workplace Giving

Do matching gifts count toward my fundraising requirement?

Yes. Confirmed matching gifts count toward your fundraising requirement. However, because processing timelines vary by company, matching gifts may not appear on your fundraising page immediately.

When will a matching gift be added to my fundraising page?

Matching gifts will be added to your fundraising page once the match has been confirmed by both Mass General Brigham and the matching company. Processing timelines vary by company and can take several weeks or months. Matching gifts can only be confirmed and credited after the original donation has been received.

My company requires that I make a donation through its giving platform before submitting a matching gift request. How should I proceed?

Please follow your company's instructions and then share any available documentation with our team. While we cannot post the donation or match to your fundraising page until the funds are received, we can note the pending gift on the backend. This helps ensure you are not charged at a fundraising deadline while we await receipt of the donation or match.

Why do some gifts and matches from my company take so long to be received?

Gifts made through third-party giving platforms such as Benevity, YourCause, America's Charities, CyberGrants, and other workplace giving programs often take several weeks or even months to reach our office. In some cases, processing may take two months or longer.

Is the donation amount matched in full, or is there a limit?

Matching gift programs vary by employer. Some companies match gifts dollar-for-dollar, while others may match at different levels or impose annual limits. We encourage you to consult your company's matching gift policy or contact your Human Resources department for details.

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Somerville, MA 02145

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Special Gift Types

I know a large check, matching gift, DAF grant, family foundation gift, or corporate gift is on the way. Should I tell the team?

Yes! Please notify **BostonMarathon@mgb.org** as soon as possible. Providing advance notice helps our team track incoming gifts, ensure proper crediting, and accurately monitor progress toward fundraising deadlines.

Can donors make gifts through stock transfers?

Yes. Gifts of appreciated securities may be eligible for credit toward your fundraising requirement. Please contact **BostonMarathon@mgb.org** for transfer instructions before initiating a stock gift.

Can I receive fundraising credit for a sponsorship or corporate contribution?

In many cases, yes. However, sponsorships and corporate contributions may require additional review and documentation. Please contact **BostonMarathon@mgb.org** before soliciting or accepting these types of gifts.

Fundraising Requirements

Can I make a donation to my own fundraising page?

Yes. Athletes may make personal donations to their fundraising page, and those gifts will count toward their fundraising requirement. Personal donations are tax-deductible to the extent allowed by law.

I am sharing a fundraising page with one or more individuals. How are fundraising requirements calculated?

Even if you are sharing a fundraising page with one or more teammates, your group is collectively responsible for meeting the total fundraising obligation associated with each team member's application commitment.

For example, if three athletes committed to fundraising $11,000, $12,000, and $13,000, your team would be responsible for raising a combined total of $36,000.

For fundraising deadlines and incentive purposes, the total amount raised will be divided equally among the athletes sharing the fundraising page unless otherwise communicated by the Mass General Brigham Marathon Team.

What happens if I don't meet my fundraising requirement by the deadline?

Athletes are responsible for fulfilling the fundraising commitment outlined in their participation agreement. If your fundraising requirement has not been met by the applicable deadline, the remaining balance may be charged to the credit card on file in accordance with the terms of your athlete agreement.

Withdrawals & Deferrals

What happens if I need to withdraw from the team?

If you choose to withdraw from the team for any reason, please notify **BostonMarathon@mgb.org** by **January 1**. Please note:

- Fundraising cannot be deferred or transferred to a future year.
- Donations made in support of your fundraising efforts cannot be refunded if an athlete withdraws from the program.
- Any remaining obligations will be handled in accordance with your athlete agreement.

Can I defer my fundraising to next year if I withdraw?

No. Fundraising commitments and donations are specific to the event year for which they were received and cannot be deferred or transferred to a future year. Additionally, all donations are non-refundable, as they are charitable contributions made in support of Mass General Brigham.

Mass General Brigham Marathon Team - Fundraising Resources

Fundraising Deadlines & Crediting

Will an offline donation count toward a fundraising deadline if it has not yet been received by Mass General Brigham?

Yes, in many cases. As long as you have notified **BostonMarathon@mgb.org** that the donation is on its way and provided any requested documentation, our team can often count the gift on the backend while it is in transit. Please do not wait until the last minute to notify us of pending donations.

What information should I provide when notifying the team about an incoming gift?

Whenever possible, please provide:

- Donor name
- Gift amount
- Gift type (check, matching gift, Donor Advised Fund grant, stock gift, family foundation gift, etc.)
- Expected mailing or submission date
- Any available documentation or tracking information

Providing complete information helps us accurately monitor your progress toward fundraising deadlines.

Will pending matching gifts count toward my fundraising requirement?

Yes. If you have submitted the matching gift request and provided documentation to our team, we can often note the pending match on the backend while we await confirmation and payment from the company. Because processing timelines vary significantly between employers, we encourage athletes to submit matching gift requests as early as possible.

What types of gifts take the longest to process?

The following gift types often require additional processing time:

- Corporate matching gifts
- Benevity, YourCause, CyberGrants, America's Charities, and other workplace giving platform donations
- Donor Advised Fund grants
- Family foundation gifts
- Stock transfers

Some of these gifts can take several weeks or even months to be received by Mass General Brigham.

Should I wait until a deadline is near to tell the team about a large gift?

No. We strongly encourage you to notify **BostonMarathon@mgb.org** as soon as you know a significant gift is being initiated. Advance notification helps ensure proper crediting, allows us to track pending gifts, and reduces stress as fundraising deadlines approach.

What if my fundraising page total does not match the amount I believe I have raised?

Fundraising page totals may not immediately reflect pending offline donations, matching gifts, or other gifts that are still being processed. If you believe there is a discrepancy, please contact **BostonMarathon@mgb.org** and our team will review the details with you.

How early should I submit offline donations before a fundraising deadline?

The earlier, the better. We recommend mailing checks and submitting paperwork as soon as possible to allow adequate time for delivery and processing. Waiting until the final days before a deadline may result in delays, particularly during busy periods for mail carriers or corporate giving programs.

Mass General Brigham Marathon Team - Fundraising Resources

Offline Donations Cover Sheet

Directions: Complete one section below for each offline donation and mail this cover sheet&donation(s) to: Mass General Brigham Development Office, Attn: 2027 Boston Marathon / Gift Administration / [Cause Name], 399 Revolution Drive, STE. 1330, Somerville, MA 02145

Runner Name: _____

I am enclosing (# of checks) _____ I am enclosing (total amount of donations) $_____

Donor Name/Company _____
Contact Name (if applicable) _____
Mailing Address _____
City, State, ZIP _____
Email Address _____
Anonymous Gift? □ Yes □ No
Donation Amount _____

Donor Name/Company _____
Contact Name (if applicable) _____
Mailing Address _____
City, State, ZIP _____
Email Address _____
Anonymous Gift? □ Yes □ No
Donation Amount _____

Donor Name/Company _____
Contact Name (if applicable) _____
Mailing Address _____
City, State, ZIP _____
Email Address _____
Anonymous Gift? □ Yes □ No
Donation Amount _____

Donor Name/Company _____
Contact Name (if applicable) _____
Mailing Address _____
City, State, ZIP _____
Email Address _____
Anonymous Gift? □ Yes □ No
Donation Amount _____