LEU Business Overview Individual Fundraising Account Set Up & Management

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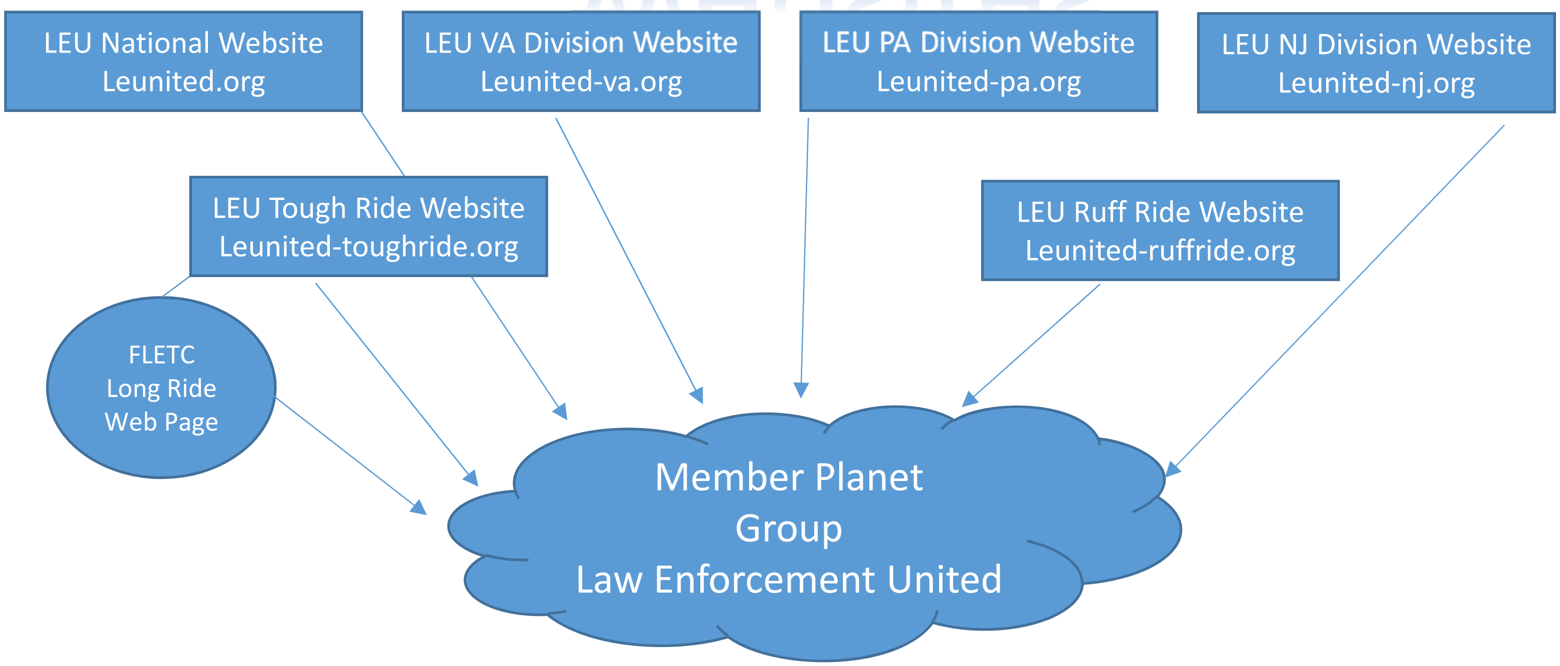
LEU Business Operation Set Up

- LEU operates their individual Division/Ride Websites on the public side, and Member Planet on the back side for LEU and Member business operations.

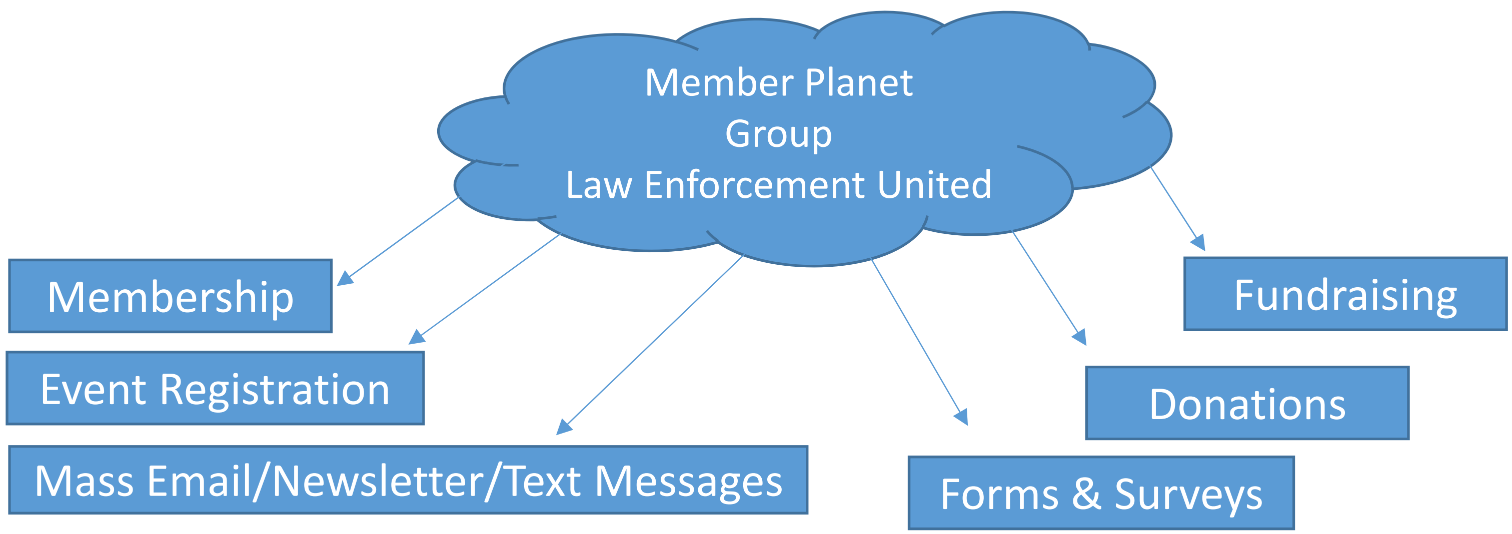
Websites



Member Management

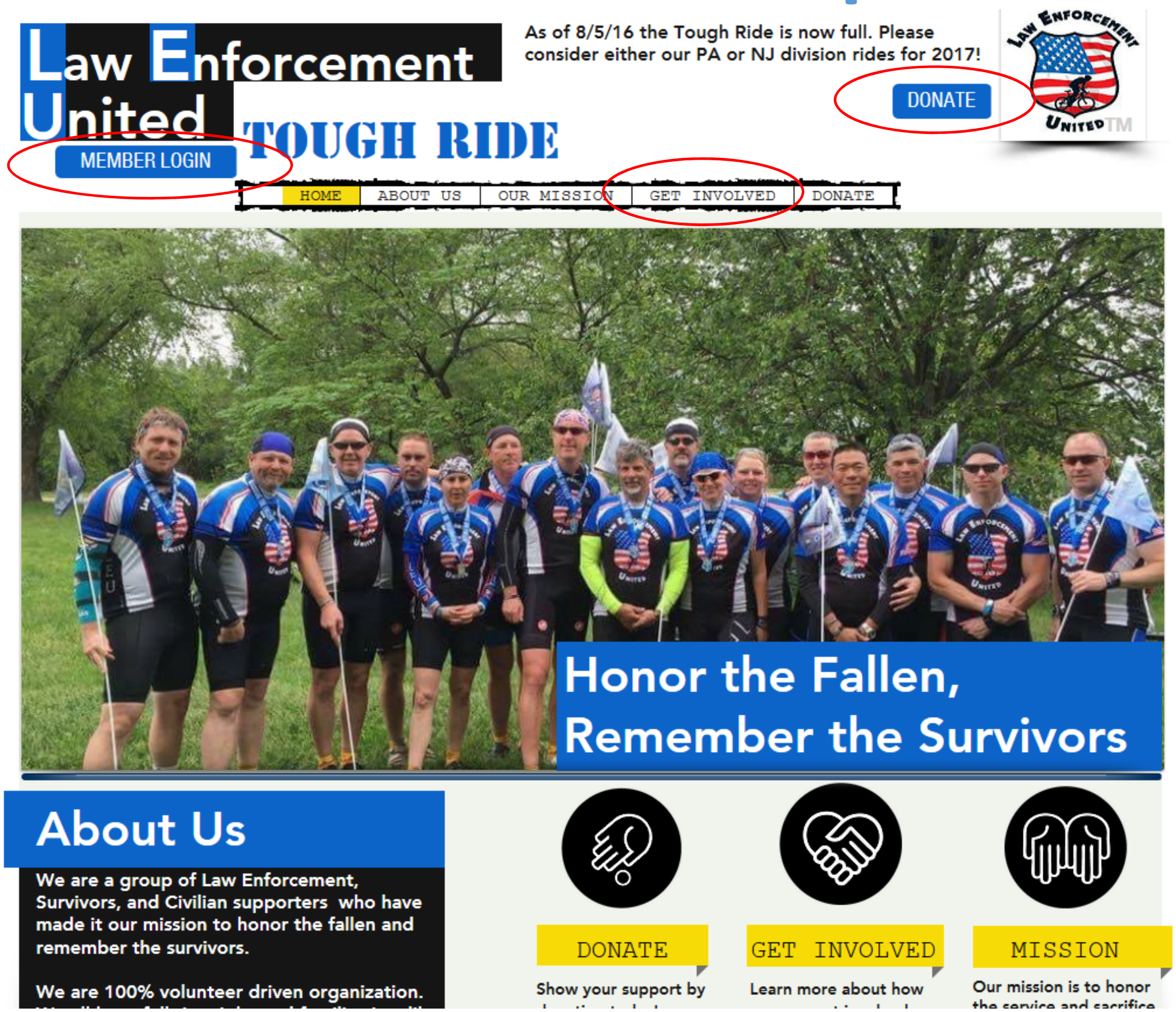
Member Planet Membership Site

- LEU has moved all membership, event registration, forms, donations, and fundraisers to a single management site using Member Planet



- One Stop Shop for all Law Enforcement United Business Operations
- Yet ability to split out specific events, donations, fundraising per Division/Ride

Pictorial Example



All websites are set up the same way. This example shows the Tough Ride Website Home Page Leunited-toughride.org as an example. You should use your own website to follow along.

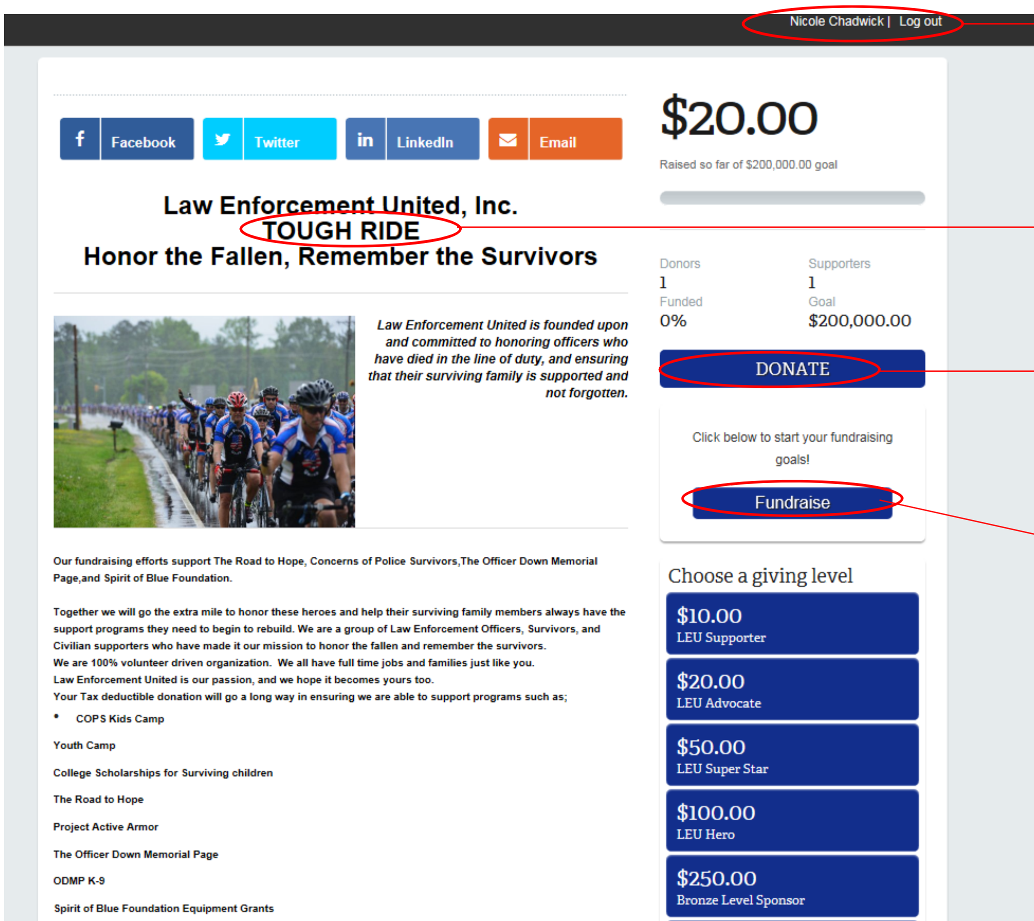
Donate Button or link in menu bar: Takes you to the Tough Ride Donation Page

Member Login Button: Takes you to the Member Planet Site for your membership business needs

Get Involved: Sub-Menu includes membership page about membership and join link that takes you to the new Member Application.

When I Click Donate from the Home Page it takes me to the Tough Ride Donation Page (Pictorial Example Guide)

- This page is linked directly to our Member Planet Group site and all funds go directly to Tough Ride's bank account.
- Each donation page is linked to each division/ride bank account.



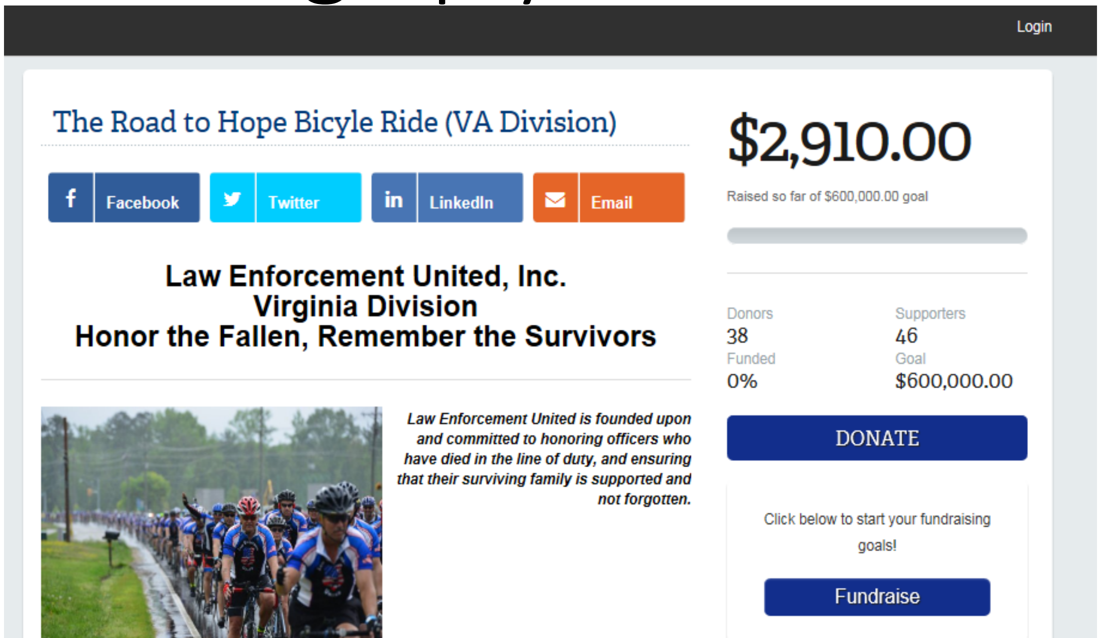
If you are already logged in to Member Planet your login information will appear

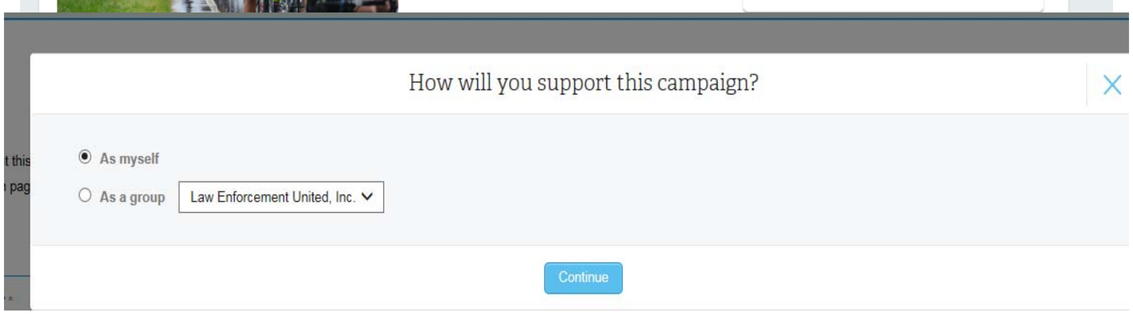
Each Donation Page is specific to the Division or Ride Event

General Public can click donate to donate to the Tough Ride

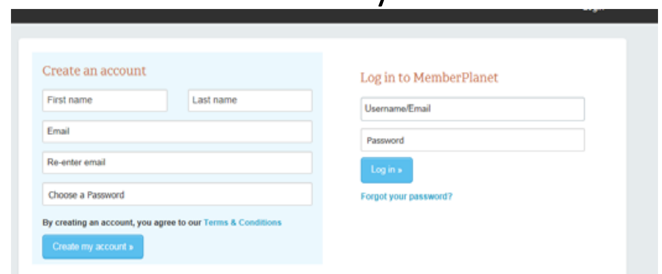
Individual Members who are registered for the Tough Ride would click Fundraise to set up their Individual Account (If Not on a Team)

Setting up your Fundraising Page





- Go to your division/ride website
- Click Donate (Top of the home screen)
- Then click FUNDRAISE
- If you are not already logged in to MP then it will ask you to LOGIN



- Once logged in it will ask you How will you support this campaign. SELECT AS MYSELF!
- (Previous instructions were wrong!!)
- Then select Continue

Setting up your page…

YOUR SUPPORTER PAGE

Cancel

How do supporter pages work?

Supporter pages allow you to help get the word out about this campaign and raise money for it. You'll get a special URL for your supporter page, and all donations made on your supporter page will be transferred directly to the group that owns the main campaign. The amount you raise for the main campaign through your supporter page will also be shown on the main campaign page itself (unless the owner deactivates this feature), so you can see how much you've raised along with the other people supporting this campaign.

Basic page settings

Configure your supporter page

How much are you trying to raise for this campaign? *

$ 1.00

Enter your Donation Goal Amount

Riders 1500

Support 850

☐ I do not have a specific goal amount

Set an end date for your supporter page

08/18/2016

4/1/2017

Allow others to support my page *

If this setting is enabled, other people can create supporter pages for your page, just like you're creating a supporter page for the main campaign

○ Yes

◉ No

If you are not having team members have individual team pages then select no

Personalize your supporter page

Give your page a personal touch

What name should be displayed on your supporter page? *

nicole chadwick

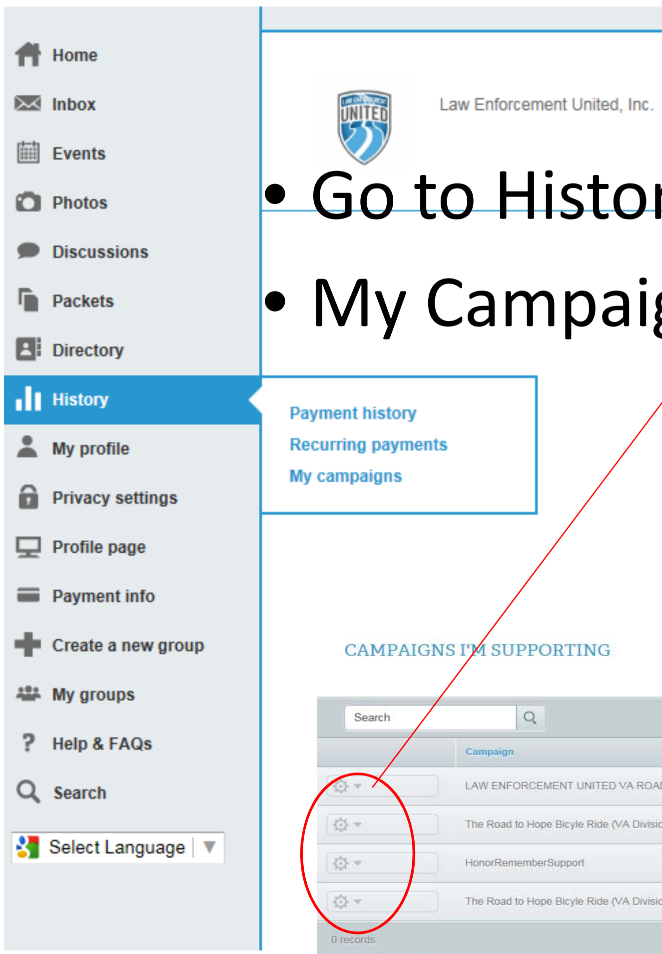
Use the Default (your first and last name)

What URL ending would you like to use for your supporter page? *

nicolechadwick_2_2_2

Use your First and Last Name. Easier to track and find

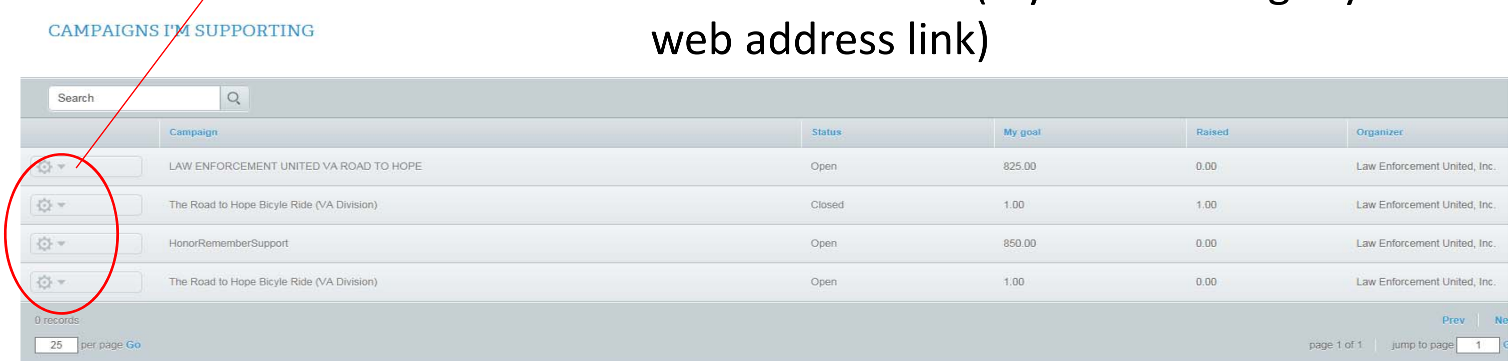
Management of your Fundraising Account



- Go to History
- My Campaigns

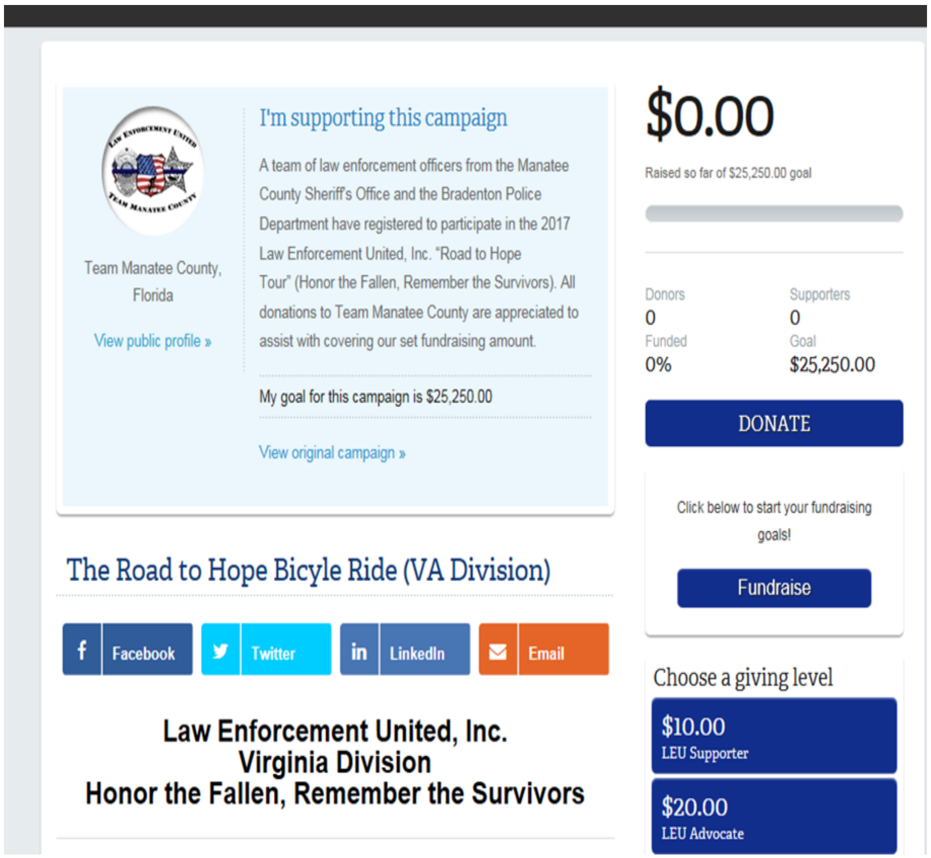
Will open up a list of all campaigns you have -show status, goal, raised etc.
Click on the wheel icon for specialized menu options

- View Main Campaign (Takes you to the beginning donation page linked to the website)
- Edit my campaign – lets you update it (pay attention to the deadline date- make sure it keeps the 4/1/17 date. Sometimes it changes (not sure why)
- Get custom URL (if you want to get your web address link)



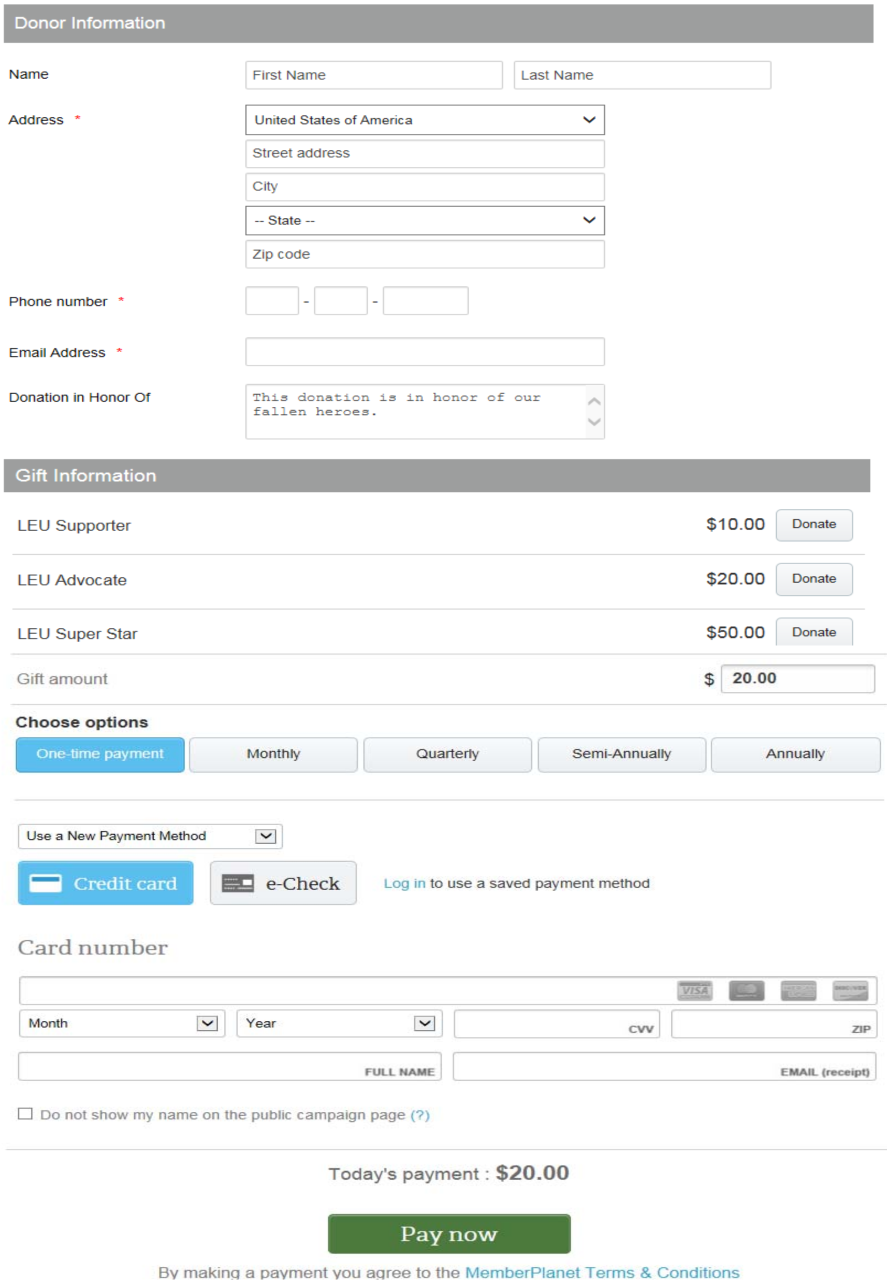
If you opened an account in error, just click on edit and then change your deadline date to tomorrow. Then save. This will allow the page to close.

Collecting and Entering Donations on your team or individual site…



1. Share your team or individual page with friends and family via email or social media. Use the web address in the address bar of your browser to get your custom link. Or you can find it in your History Menu option (My Campaigns) and click on the icon for your custom link
2. They can click DONATE and it will take them to the page to enter all of their information
3. If you receive a CHECK donation from someone you can enter it on your site directly. These campaigns take check or credit card.
4. Make sure you have a valid contact information including email address to send their receipt to for tax purposes. The site automatically sends tax receipts when it accepts the donation (see next page)

Donor Information Page



Donor Information

Name | First Name | Last Name

Address * | United States of America | Street address | City | -- State -- | Zip code

Phone number * | - | -

Email Address *

Donation in Honor Of | This donation is in honor of our fallen heroes.

Gift Information

LEU Supporter	$10.00	Donate
LEU Advocate	$20.00	Donate
LEU Super Star	$50.00	Donate
Gift amount	$ 20.00	

Choose options

One-time payment | Monthly | Quarterly | Semi-Annually | Annually

Use a New Payment Method

Credit card | e-Check | Log in to use a saved payment method

Card number

VISA

Month | Year | CVV | ZIP

FULL NAME | EMAIL (receipt)

☐ Do not show my name on the public campaign page (?)

Today's payment : $20.00

Pay now

By making a payment you agree to the MemberPlanet Terms & Conditions

- Ensure you have all of the donor information
- Please note required fields must be valid to ensure any failed donations can be tracked.
- Donation in honor of can be used for a memory or a team member or the group etc. (free text it just has a default option in it)
- Select gift amount or at the bottom is the option to enter your own amount.
- Gift options are allowed, but must have approval from donor. If you didn't discuss it up front select one time payment.
- Select Payment Type Credit Card or E-Check
- Enter all payment information
- If they wish to remain anonymous, click on the button that says do not show my name on the public campaign page.
- When all information is entered. Click PAY NOW
- When complete as long as the transaction was approved, it will show up as a donor on the bottom of your main donation page.

e-check deposit Notification requirement!

Oops.. Something went wrong or I have a unique situation

- Your donor made a donation to the main website page and not your personal page
- You set up the wrong fundraising account
- Your donor is giving you a in-kind donation
- I accidently set up a old fundraiser using Razoo or My Event
- My donor donated to my fundraiser but I don’t see it
- I am a part of a team, how is my fundraising tracked?

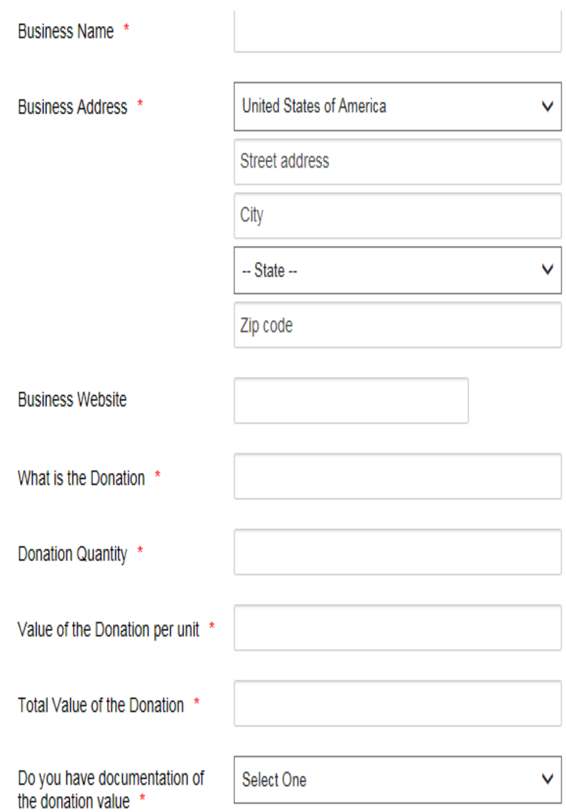
Don’t panic! We can help!

In Kind Donations

- We have In Kind Donation Forms for each division/ride to submit if you or your team receive a In-kind Donation. Found on the MemberPlanet Site (Packets)

If you received a donation of goods to support the ride, you are eligible to receive a credit towards your donation goal. While we cannot upload that amount to your Donation Page, we can track it using our supplemental goal sheet. In order to receive credit for your in-kind donation it must meet the following criteria:

1. Item/Goods must benefit LEU (the ride) as a whole, not just an individual or team. (Example: a pallet of water donated should be turned in to the food team leaders upon arrival to utilize as needed, not just kept in a team trailer for team use).
2. Item/Goods must be non-expired (if perishable) and un-opened
3. Gift Cards are a wonderful in-kind donation. Please make sure they are of use in the area your ride is in. Example: a local grocery store gives you a gift card, but there is not that particular grocery store in the area of your ride. Contact your Division or Food Team Leader to see if there is something they can use that you can purchase with the gift card and transport or send to the ride. National Chains are the easiest but we won't turn anything away! Gas Stations, Grocery Stores, Home Improvement Stores, etc. all have great use for us!
4. In Kind Donations must include quantity and documentation of the value for individual and total. (Example: A Pallet of water donated. Pallet contains 25 cases of water. Each case is valued at 3.99 so the total value is 99.75. If the donation was made from Walmart the store should provide you with a letter or documentation as to what the value of the donation is.)
5. In Kind Donations need to include all donor information specifically the Name of the Organization, Point of Contact, Email, Phone, Address. If a store has a number assigned also include that so we can be specific in documenting the donation, and sending them a receipt.
6. If they require a receipt upon receiving the donation, please make arrangements to obtain with your treasurer prior to picking up. Advanced notice is appreciated! Otherwise we can email them a donation receipt after it is processed.


Business Name *

Business Address *

United States of America

Street address

City

-- State --

Zip code

Business Website

What is the Donation *

Donation Quantity *

Value of the Donation per unit *

Total Value of the Donation *

Do you have documentation of the donation value *

Select One

Missing Donations

If you believe you have a donation that is missing from your individual or team MP fundraising account or know that a donation was made on the wrong site, or the main campaign you can submit the form below. The treasurer or designee will have to research and then if it is confirmed will have to begin or continue to track your fundraising goals with a supplemental tracking form. We are unable to transfer funds from one account to another. You will continue to fundraise using your donation page, and the treasurer will follow up with you concerning the status of this donation and will track your final goal with the supplemental spreadsheet.

Donor Business (If Applicable) *	
Donor Name *	First Name / Last Name
Donor Address *	United States of America Street address City -- State -- Zip code
Donor Phone Number *	- -
Donor Email *	
What site page was the donation made on?	
Donation Amount *	

Individual Supplemental Goal Tracker

- Managed by the treasurer or donation coordinator

2016-2017 Individual Supplemental Goal Tracker	Date	

LEU Member Information					
First Name	Last Name	Email	Phone	Ride	Participation Type

Fundraising Account URL (Web Address)	Reason for Supplemental Tracking

Donation Tracking					
Goal	Fundraiser Account Total	Individual Goal Tracker Total	Total Raised	Remaining Goal	Date Last Updated
			$ -	$ -	

#	Date	First	Last	Business	Address	City	ST	Zip	Email	Sponsor	Type	Amount
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												

Notes	Total	$ -

Do I still mail in checks?

- No. Checks Should be submitted to your fundraising account
  - Endorse on the back
    - “E-DEPOSIT to Law Enforcement United”
  - Keep the original checks and submit to treasurers either via mail or turn in upon arrival on May 9th.
  - <u>Do not throw away or shred!</u>

  - What happens if my donor mails LEU a check?
    - LEU will deposit the check to your fundraiser account as long as you are identified as the recipient. (Working on a printable slip to include if they do, however would really prefer them go to your site or if you collect the check to deposit directly to the account). Saves time and postage!!
    - If you or your team is not identified then they will deposit in the main account

Points of Contact

- National Membership/MemberPlanet Site issues
  - Nicole Chadwick (Nicole.Chadwick@leunited.org)
- National Chief Financial Officer
  - BrianWoolever (brian.woolever@leunited.org)
- VA Division Treasurer
  - Ronny Watts (ronny.watts@leunited.org)
  - Donation Coordinator: Tina Mapes (tina.mapes@leunited.org)
- PA Division Treasurer
  - Bob Heger (bob.heger@leunited.org)
- NJ Division Treasurer
  - Chuck Super (chuck.super@leunited.org)
- Tough Ride Treasurer
  - Juan Romero (juan.romero@leunited.org)
- Ruff Ride Coordinator (financial TBD)
  - Scott Humphrey (scott.Humphrey@leunited.org)

Questions Received

1. A donor sent in a donation to the wrong donation site how can we transfer it? You will need to submit a Missing Donation Application and the Treasurer or Donation Coordinator will have to start a supplemental goal tracking workbook for you. We are unable to transfer funds.
2. I set up my personal or team fundraising page using the wrong site, what can I do? Go to History and My Campaigns. Edit Campaign and change your deadline date.
3. A donor came up to a team member and wanted to make a donation to the team. The team member gave the donor their personal donation page, how can that be transferred to the team? Team Workbook will have to resolve
4. How can I take a donation check and disburse it among some but not all of my team? Donation should be submitted to the team account. Use the workbook to disburse funds.
5. Only some members participated in a team fundraiser how do I spread out those donations to the team members who worked the event? Use the team workbook to disburse funds.
6. I have a team member who went over their goal amount, can I transfer that overage to other team members? $250 Transfer limit still applies. No changes to this policy.
7. I have a donor that wants business information for LEU where can I find it? Check your division/ride website under financial information. Or if there is a form to fill out, submit to your division/ride treasurer.
8. What do I do with the hard copy checks once they have been deposited in my team account? Endorse the back E-Deposit to Law Enforcement United. Then either mail a group of checks or bring with you to check-in and provide to the treasurer. Do not throw away or shred. We need the originals.
9. I do not want to use your site, Where can I mail in checks? If you or your team does not have a team or individual account, donations are going to be deposited into the general fund. Please set up and utilize your account.
10. Where are the donation slips? We are working on updating those and will provide on the websites soon.
11. How do we track-in kind donations ? Submit In Kind donation form found on the MP Packets
12. What information do I need from a donor? Name/Address/Business/Email/Phone at a minimum

Questions Received

1. What do donors get? Donors starting at 250 and up will receive a donation plaque. We are working on updating the site for donor packages
2. My donor wants a receipt how do they get one? Once their donation is received into the site, as long as they have provided a valid email address, it will automatically send them a receipt.
3. Can we use Razoo, My Event? Like we used before? No, those accounts are no longer active and should not be utilized.
4. Can we set up a GoFundMe? No. Law Enforcement United does not use GoFundMe
5. I want to track individual donations that are in the team account that go directly to that member, how do I do that in the workbook? If you want to get into that level of detail, I can provide you a supplemental tracker.
6. How often to I have to submit the team workbook? Who does it go to? Treasurers/Donation Coordinators will determine the periodicity. Workbooks will go to them. Each workbook needs to go to the applicable treasurer/coordinator.
7. Who do I talk to for updates or questions? Treasurer or donation coordinator
8. If a team member goes over the goal and pushes over the team goal, and not everyone on the team has met their goals, does that mean we do not have to fundraise anymore? While it helps your overall team goal it does not mean your individuals have met their goals. 250 transfer limit is still applicable.
9. When do donors get their awards? How do I get them? Donor awards are available at registration on May 9th
10. I want to make my own awards, can I do that and LEU pays for them? Talk to you Treasurer
11. I have funds left over in my team account, can I carry them over to next year? No. Fundraising ends June 30^{th} and starts again July 1^{st}. Any remaining funds get rolled into adding to the overall donation and or general fund.
12. I have funds left over in my team account, can I use that for other things? No. Those funds will be rolled into the general fund and used to add additional donation amounts to those we support or go towards ride bills
13. Can I set up my own team bank account and have my fundraiser go directly there? No. Talk to Brian Woolever, CFO if you need further details.

Questions Received

1. Can a team member still get personal donations to their personal accounts, while team donations are spread to all of the team members accounts? Yes.
2. Where does a person making a donation label it to Team Frederick? Is it in the honor of box? Yes. The honor of has a auto default already in there but anyone can add their own message
3. When can we start raising money in to the team account? Do we wait for the excel sheet to get set up or can we start now? You can set up your team account and start now
4. Our team typically submits one check to meet the first deadline and the second on the deadline date. Do we still need to set up a fundraising account? Yes you should set up your team fundraising account
5. My team is split up between multiple rides how do we track this? Separate Team accounts for each ride and separate team workbooks
6. Do we have to use the team workbook? Yes. This is to help not only you stay organized but our donation coordinators stay organized as well. You may have a team of 100, they are tracking the entire group. Team work!
7. How do I decide who gets what donation? You need to predetermine what your criteria is and communicate that to your team
8. I had a team member drop, what do I do? What are my options? Pull funds back into team account and re-disburse
9. I want a report of all of my donations and status, where can I get it? You can request from the treasurer or donation manager
10. Will we still have the donation spreadsheet? No. The only spreadsheets we are using is the teamwork books and individual supplemental pages. Onus is on the member/team to see where they are. If a supplemental workbook is used for individuals, then a copy of that will be provided to the member. However we do not anticipate a lot of donations using the supplemental. We want the members to take corrective actions to follow procedures. Only exception is in-kind donations
11. One of my team members did not meet a deadline, what do I do? Communicate their options to them, fundraise or drop. Communicate with treasurers/donation coordinators status
12. My donor mailed LEU a check, how is it added to my fundraiser? If it is designated for you or your team, the Treasurer or donation coordinator will go to your fundraising site and E-Deposit
13. I am missing a donation- what do I do?- Submit a Missing Donation Credit Application (Found on MP Packets)
14. My team members already set up individual fundraising pages can these be linked to my team account page? No they cannot be linked. You will need to use your team workbook to track and update
15. All of my team is responsible for their own fundraising, do we need a team page? What if you hold a fundraiser how will you split up funds? What if you end up receiving a team donation. Yes…set up one