

# St. Jude Memphis to Peoria Run

## Money Procedures

Updated October/2016

### Purpose of the run

A fundraising event for the St. Jude Children's Research Hospital.

### Methods of Raising Money

Send letters to family, friends, and business associates with self-addressed stamped return envelopes. Put up posters at work, church, and businesses in your area. Pass around a folder to your co-workers. Visit neighbors door-to-door. Online fundraising is available; follow instructions on [www.stjuderuns.org](http://www.stjuderuns.org) (online fundraising site: [www.peoriaruns.stjude.org](http://www.peoriaruns.stjude.org) ).

### Fundraising Requirement

Each runner must raise a minimum of \$3,000 to participate in the run (\$2,500 each for multiple immediate family members). Runners who raise less than the minimum are encouraged to participate in any of our great satellite runs. This guideline is in place due to our significant expenses and limited runner capacity for this event.

Runners are encouraged to collect and deposit all of your donations **before** we leave for Memphis, however donations can be deposited until the end of the year.

### Donations

Accept cash and checks payable to St. Jude Run or (St. Jude). Stocks can be donated, contact Mollie Shepherdson or Chris Smith.

### Runners make Deposits

Deposits are made by runners at any PNC Bank location. Memphis Run deposit slips must be used because there are multiple run accounts at PNC Bank. Deposit slips are available at the Run Office. Make deposits frequently so checks clear in a timely manner. Endorse checks on the backside writing "For Deposit Only".

**Extremely Important: After each deposit is made, you must report your deposit using one of these methods. We need your name, deposit amount, and date of deposit.**

1. Call voicemail number, (309) 366-1104, and leave a short message.
2. E-mail to: [stjude@mtco.com](mailto:stjude@mtco.com).
3. Online submit to:  
[https://docs.google.com/forms/d/1PCbfaIMrHC8YjUBSIPFPCZkvT50tWqxZ\\_Ybk2BxdWGE/viewform](https://docs.google.com/forms/d/1PCbfaIMrHC8YjUBSIPFPCZkvT50tWqxZ_Ybk2BxdWGE/viewform)

**Keep your own record of deposits for future reference if needed. (It is not necessary to report online donations because reports are available at year-end with everyone's total)**

## **Not close to a PNC Bank branch?**

Mail your donations to:

**St. Jude Runs  
4722 N. Sheridan Rd.  
Peoria, IL 61614**

## **Receipts**

Receipts are available to print from our website under FORMS.

## **\$250+Donations**

The IRS requires specific procedures for donations of \$250 or greater. The Run Office is required to send a tax letter of acknowledgment to these donors during the month of January. From our website, click FORMS, then Record of Donations over \$250 Form, and then enter the donation information online. It is NOT necessary to report online donations of \$250+ because tax acknowledgements are automatically sent out.

## **Corporate Matching Gifts Programs**

Your donor's employer may offer a matching gifts program. Make a copy of the donors' check before it is deposited. Have your donor complete their **portion** of the Employers Matching Gifts form. Give the check copy and form to the Run Office or Chris Smith for processing.

## **Special Events**

Mike McCoy and the Run Office must pre-approve all events which raise money for St. Jude well in advance. From our website, click FORMS, then Fundraising Proposal Form, and then enter the event information.

## **Questions?**

Contact the Run Office (309)679-4580 or (800)713-8223,  
Mollie Shepherdson – Regional Marketing Manager [Mollie.Kelley@stjude.org](mailto:Mollie.Kelley@stjude.org)  
Katie Gibbons – Sr. Representative-Regional Development [Katie.Gibbons@stjude.org](mailto:Katie.Gibbons@stjude.org)  
Ashlynn Miller – Regional Development Representative [Ashlynn.Miller@stjude.org](mailto:Ashlynn.Miller@stjude.org)  
Chris Smith - Treasurer [stjude@mtco.com](mailto:stjude@mtco.com)

**Web Site:** [www.stjuderuns.org](http://www.stjuderuns.org)

**Online Fundraising:** [peoriaruns.stjude.org](http://peoriaruns.stjude.org)