



how to submit donations



FIRSTGIVING

All the donations received on your personal FirstGiving.com website will be automatically sent to MEEI. No need to worry about these. Your sponsors will receive an email confirmation from First Giving which will serve as their tax receipt.

CREDIT CARDS

There are four easy ways people can donate using their credit cards:

1. Have the donor go to your personalized First Giving fundraising webpage.
2. Have the donor fill out the enclosed "Credit Card Gift" slip and send to Kristina Sym at the address below (under the "checks" section).
3. Have the donor call Christine Ferreira (617-573-4312) or Kristina Sym (617-573-6364) with their credit card information.
4. Have the donor visit MEEI's secure website at www.MassEyeAndEar.org/donations. Fill in the credit card information, then in the box, "in honor of", have them put your name to be sure that you get fundraising credit for their donation.

CASH

If possible, please collect all cash and make one check out to Foundation of MEEI, Inc. with the donor's name in the 'memo' section. Please also include the donor's address if they wish to receive a tax receipt. See "Checks" section below.

CHECKS

Please have all checks made out to Foundation of Mass. Eye and Ear, Inc. and please have them note your name in the 'memo' section. Every donor will receive a tax receipt from the development office. All gifts are tax-deductible to the extent provided by the law. Our 501(c)(3) number is 04-2785453.

Personally collect all checks (so that you may record them) and then send to:

Kristina Sym
c/o Development Office
Massachusetts Eye and Ear Infirmary
243 Charles Street
Boston, MA 02114

You can also personally deliver them during normal business hours to Kristina Sym at 325 Cambridge Street, 2nd Floor, Boston, MA 02114 (will have to call x3342 from lobby phone to be let up to the 2nd floor).

Please send or deliver all checks as you receive them, not all at once so that we may recognize your fundraising progress.

MATCHING GIFTS

If a donor's company has a matching gift program, have the donor send us their company's matching gift form and be sure they meet the minimum gift requirements for the matching gift company program. The matching gift will be included in your fundraising total as soon as the form as been processed.

CONFIRMING FUNDRAISING PROGRESS

Please email Kristina_Sym@meei.harvard.edu periodically to confirm your fundraising progress records for confirmation that we have received all of your donations.

DON'T FORGET TO THANK YOUR DONORS!