

FUNDRAISE WITH VENMO

FOR JIMMY FUND GOLF



Thank you for your fundraising efforts in support of Jimmy Fund Golf! Your support is crucial in Dana-Farber Cancer Institute's mission to conquer cancer. Third Party events with a Dana-Farber bank account are now able to accept payments through Venmo.

What is Venmo? Venmo is a safe and easy way to pay and request money from people.

Why should I use Venmo to Fundraise?

- Easy and free option for your participants to pay digitally
- Money goes directly to your Dana-Farber bank account

1

Create your Venmo Account. Visit [Venmo.com](https://venmo.com) or download the Venmo app on your smartphone to sign up. When signing up to use in association with your tournament, we strongly suggest you enter your tournament name in the First and Last Name fields. These can be changed after the tournament when you are done collecting gifts through Venmo.

Please note: There may only be one Venmo account associated with your cell phone number and email, however, you may link multiple bank accounts to your Venmo account. If you have an existing Venmo account, we strongly suggest that you change your account name to the name of your tournament for the period of time where you'll be accepting Venmo payments. To do this, go to "Settings" → "Edit Profile" to change your account name.

2

Link your bank account. Your Venmo Account must be linked to a registered Dana-Farber bank account under DFCI's Tax ID. If you have an existing Venmo account, you may add an additional bank account. Go to "Settings" → "Payment Methods" to add your Dana-Farber bank account.

3

Payment description. When making a payment, make sure that your participants enter the reason for payment in the description section as the name of the tournament and benefit they are receiving. (i.e. "John Smith Memorial Eagle Sponsorship" or "Sally Jones Golf Tournament Auction Payment")

4

Collect mailing addresses for all gifts of "net" \$250 or more to include in the \$250+ Gift Report so that your donors can receive a tax receipt.

5

Transfer the balance in your Venmo account to your Dana-Farber bank account after receiving a gift. Go to "Transfer Balance" in the home page, select your Dana-Farber bank account under "Transfer to," and enter the amount you would like to transfer. Please allow 1-3 business days to complete the transfer.

6

Download your account statement from Venmo.com. Go to "Settings" → "Statement" and click "Download CSV" to export the report. This can only be done in a web browser and not in the Venmo app. The statement must be submitted along with the \$250+ Gift Report for verification.

The screenshot shows the Venmo account statement interface. On the left, a navigation menu includes Profile, Payment Methods, Privacy, Notifications, Friends & Social, Security, Developer, and Statement (highlighted with a green box). The main content area shows the account statement for the period of January 21, 2020, to April 20, 2020. It indicates Venmo fees in this period are \$0.00 and year-to-date 2020 Venmo fees are \$0.00. Under 'Completed Transactions', two entries are visible: Elizabeth [redacted] paid Basile Memorial Golf Jimmy fund donation for +\$50.00 on 02/20/2020, and Nicole [redacted] paid Basile Memorial Golf Jimmy Fund Donation for +\$50.00 on 02/25/2020. At the bottom, a summary row shows 'BEGINNING AMOUNT IN VENMO' as \$0.00 and 'ENDING AMOUNT IN VENMO' as \$100.00. A 'Download CSV' button is highlighted with a green box in the top right corner.



QUESTIONS?

If you have any questions about fundraising through Venmo, please contact the Jimmy Fund Golf team prior to creating your Venmo Account.

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