Charity Checklist

By John F. Smith

- ☐ Charity Check
  - ☐ Never give to a charity you know nothing about.
  - ☐ Request written literature and a copy of the charity's latest annual report.
  - ☐ Be wary of charities that spring up overnight in connection with current events or natural disasters.
  - ☐ Ask for written information about the charity, including the name, address, and telephone number.
  - ☐ Check if the charity or fundraiser is registered.
  - ☐ Be wary of charities offering to send a courier or overnight delivery service to collect your donation immediately.
  - ☐ Watch out for similar sounding names.
- ☐ Your Donation
  - ☐ Don't be shy about asking who wants your money.
  - ☐ Find out if the organization is aware of the solicitation and has authorized the use of its name.
  - ☐ Refuse high pressure appeals.
  - ☐ Ask how much of your donation goes for general administration and fundraising expenses.
  - ☐ Do not send or give cash donations.
  - ☐ Do not give your credit card number to a telephone solicitor or internet site that you do not know.
  - ☐ Be sure to obtain a receipt or printed copy of your donation.
  - ☐ Know the difference between 'tax exempt' and 'tax deductible.'
  - ☐ Look twice at organizations that use meaningless terms to suggest they are tax exempt charities.
  - ☐ Check your records if you have any doubt about whether you've made a pledge or a contribution.
  - ☐ Be cautious of promises of guaranteed sweepstakes winnings in exchange for a contribution.
  - ☐ Give generously if you can.

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