Charity Checklist

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# Tasks:

☐ **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.**