

How to Complete Your One-Time Donation

Thank you for supporting our work. Please follow these steps:

1 **1) Review & choose a purpose**

- 2 • Check “Unrestricted” (use where most needed) or write a specific program in “Restricted.”

2 **2) Add your information**

- 3 • Fill in your name, mailing address, email/phone, and the donation amount.
• For in-kind gifts, describe the item and its estimated fair market value.

3 **3) Sign the agreement**

- 4 • If you received an e-signature link: click “Review & Sign,” complete the fields, and submit.
• If you received a PDF/DOC: sign electronically or print, sign, and scan.

4 **4) Email the signed agreement**

- 5 • Send it to donor@letusrebuild.org with subject: “Signed Donation Agreement – [Your Name] – \$[Amount]”.
• Attach any supporting documents (e.g., in-kind description).

5 **5) Make your gift (choose one)**

- 6 • Online: Use the secure donation link provided. Please don’t email card numbers.
• Check: Payable to the name shown in the agreement; write the purpose in the memo line.
• ACH/Wire: Use the secure banking details provided upon request.
• In-kind: Coordinate delivery/pickup with our team.

6 **6) Get your acknowledgment/receipt**

- 7 • We email an acknowledgment after the gift is received—keep it for your records.
• If goods/services were provided, the receipt will state their good-faith value.

7 **7) Recognition preference**

- 8 • Tell us if we may list your name publicly or if you prefer to remain Anonymous.
• Optional: share how you’d like your name to appear.

8 **8) Employer matching (optional)**

- 9 • If your employer matches gifts, forward their match form or portal info to donor@letusrebuild.org.