

# Instructions to Plungers

*Please make a **COPY** of this document for your personal use.*

Use your copy of this form to keep track of donations you receive offline in the form of cash or check. Please include this filled-out form when you mail in your donations.

**Mail to:**

Courtney Dyson  
P.O. Box 11138  
Takoma Park, Maryland 20913.

**Note:** Because envelopes can go missing in the mail, we recommend that donation bundles containing cash be delivered directly to our office.

**Address:**

6930 Carroll Ave, Suite 720  
Takoma Park, MD 20912

Contact our plunge team at [plunge@chesapeakeclimate.org](mailto:plunge@chesapeakeclimate.org) to arrange an office drop-off.

**See the form below.**

## Offline Donation Tracking Form

Plunger Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Team (if applicable): \_\_\_\_\_

### Donation Information

- Please have all checks made out to "CCAN." 100% of these donations go to our organization and help us avoid credit card fees.
- A tax receipt cannot be issued if the address section is incomplete.

#### **Donation 1:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Donation Amount: \$ \_\_\_\_\_

Circle One: Cash / Check

If check, check number: \_\_\_\_\_

**Donation 2:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Donation Amount: \$ \_\_\_\_\_

Circle One: Cash / Check

If check, check number: \_\_\_\_\_

**Donation 3:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Donation Amount: \$ \_\_\_\_\_

Circle One: Cash / Check

If check, check number: \_\_\_\_\_

**Donation 4:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Donation Amount: \$ \_\_\_\_\_

Circle One: Cash / Check

If check, check number: \_\_\_\_\_

**Donation 5:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Donation Amount: \$ \_\_\_\_\_

Circle One: Cash / Check

If check, check number: \_\_\_\_\_

**Donation 6:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Donation Amount: \$ \_\_\_\_\_

Circle One: Cash / Check

If check, check number: \_\_\_\_\_

**Donation 7:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Donation Amount: \$ \_\_\_\_\_

Circle One: Cash / Check

If check, check number: \_\_\_\_\_