



Make sure you have an organized system at the table to ensure pledges coming in to do not get mixed up between the different volunteers inputting pledges.

*In the case of not having any email address, you can use void@launchgood.com

*For group donations, you can do the same as well. For example “\$300 in cash from table 10”

Pledge Types:

- Pledge With Check
 - Donor full name
 - Amount
 - Email address
 - Optional
 - Address
 - Any other relevant notes
- Pledge with Credit Cards
 - Ask them to donate online directly
- Monthly Pledge
 - Would need to follow up and process on your back end since LaunchGood cannot take monthly donations.
 - Consider the amount pledged monthly as a one bulk amount
 - For example \$10/month pledge for 12 months is plugged in as a onetime 120 donation
 - Make note in notes box that this is monthly
 - Include all relevant info such as phone number and plan to follow up
- Cash

- Secure name and email address
 - Any other info you might have as much as you can
- Pledge with no account info:
 - Enter all info you have
 - Make note for follow up