

Bankers Life **20<sup>TH</sup>** ANNIVERSARY  
Forget Me Not Days   
Plant a seed of hope.

**JUNE IS ALZHEIMER'S & BRAIN AWARENESS MONTH**

2022 Bankers Life Forget Me Not Days<sup>®</sup>

# Event Planning GUIDE



In June 2022, Bankers Life will host its 20th annual Forget Me Not Days<sup>®</sup> fundraising campaign in honor of National Alzheimer's and Brain Awareness Month.



PROUD  
GLOBAL TEAM

# Table of Contents

<b>About Forget Me Not Days</b>	<b>3</b>
About The Longest Day	3
2022 Due Dates	3
<b>Kick Start Your Office’s Fundraising Campaign</b>	<b>4</b>
<b>Steps to Planning a Forget Me Not Days Event</b>	<b>5</b>
Planning Your Event	5
3 to 4 Months Until Event	6
6 Weeks Until Event	8
Week of Your Event	9
Day of Your Event	10
Wrap-up Campaign	11
<b>Resource Guide: Details and Download Materials</b>	<b>12</b>
Selecting a Team Captain	12
Registering your office	12
Working with the Alzheimer’s Association	12
Creating an in-person event schedule	12
Choosing a collection location	13
Coordinating volunteers	13
Creating an event schedule	14
Participant waivers	15
Ordering supplies	15
Donation submission guidelines	16
Qualified Fundraising Incentives Program	16
<b>Fundraising Ideas</b>	<b>17</b>
Ask local businesses	17
Ask friends and family	17
Holding an in-person fundraiser	18
<b>How to Register Your Team on Alz.org/FMND</b>	<b>19</b>
<b>Collection Submission Form</b>	<b>21</b>
<b>Alzheimer’s Association Donation Receipt</b>	<b>23</b>

## Download

Download all materials from BSPN

[Sell > Marketing > Forget Me Not Days > Planning Kits](#)

## Campaign Contacts

Elizabeth Kinder  
Haley Mahan  
[ForgetMeNotDays@banklife.com](#)

### Media

Susan Judith Villalobos  
[SusanJudith.Villalobos@cnoinc.com](#)

### Certificate of Insurance Requests

Paul Podgorny  
[Paul.Podgorny@cnoinc.com](#)

### Chapter Support

The Longest Day Campaign Manager in your [local Alzheimer’s Association office](#)

# About Forget Me Not Days



Bankers Life Forget Me Not Days® is our signature charitable giving event to benefit the Alzheimer's Association®. Annually, agents and associates hit the streets to raise money and awareness. In exchange for a contribution, donors receive packets of Forget-Me-Not flower seeds to be planted in honor of the more than 6 million people living with Alzheimer's disease.\*

Our **20th annual** Forget Me Not Days fundraising campaign in honor of National Alzheimer's and Brain Awareness Month, and in partnership with the Alzheimer's Association's The Longest Day fundraiser, will be held in **June 2022**. Nationwide, offices should use online fundraising tools to collect donations throughout the month.

One hundred percent of donations collected fund the care, support and research efforts of the Alzheimer's Association®.

## About The Longest Day

The Longest Day fundraiser is an activity that helps fuel the care, support and research efforts of the Alzheimer's Association®.

The Longest Day® is the day with the most light—the summer solstice. On June 21, thousands of participants from across the world come together to fight the darkness of Alzheimer's through an activity of their choice. While the most promotion will occur on June 21, participants may choose to fundraise throughout the year.

Bankers Life Forget Me Not Days campaign aligns as a Global Team for The Longest Day fundraiser.

\*Alzheimer's Association, *Alzheimer's Disease Facts and Figures*, 2021.

## 2022 due dates

### March

3/1 Select a Team Captain

3/21 • Register at [alz.org/FMND](https://alz.org/FMND)

• Contact local [Alzheimer's chapter](#)

### April

• In-person event applications due 1 month prior to your event  
[See page 14](#)

• Press and publicity requests due, if needed.  
[See page 7](#)

### May

5/31 Participant waivers due

### June

**Fundraise on any day in the month!**

### July

7/31 Deadline to submit collections

# KICK START your office's fundraising campaign!

Recruit members of your office to form a **planning committee**

Roles include:



## TEAM CAPTAIN

"face" of your campaign, in charge of registering your office's team at [alz.org/FMND](https://alz.org/FMND), and communicates with local Alzheimer's Association chapter  
*In the case that a Logistics and Communications Chair is not delegated, the Team Captain will handle all steps.*



## LOGISTICS CHAIR

organizes in-office and any community fundraising events



## COMMUNICATIONS CHAIR

in charge of sharing the what, where, when and why of your events, and fundraising progress with office members



## ADDITIONAL VOLUNTEERS

support these or other initiatives as determined



Find campaign materials on BSPN: [Sell>Marketing>Forget Me Not Days](#)

# Steps to Planning a Forget Me Not Days Event

PLANNING  
YOUR EVENT



## TEAM CAPTAIN:

1. **Assign tasks to team members; those could pertain to recruiting, fundraising, marketing or planning your day-of activities.**
2. **Set your office fundraising goal.**
  - Suggest \$1,000.
3. **Register your sales office team at [Alz.org/FMND](https://www.alz.org/fmnd).**
  - View [page 15](#) for steps on how to register your team.
  - Please name your team: BSO (insert office #), along with your city location. *For Example, "BSO 123 Carmel, Ind."*
4. **Contact your local Alzheimer's Association chapter.**
  - Contact the chapter within a week of registering.
  - Use the chapter matching chart on BSPN to find a local chapter.
  - View [page 10](#) for tips on working with a chapter.



## LOGISTICS CHAIR:

1. **Brainstorm collection site opportunities with office planning team.**

We strongly encourage offices to fundraise online. Offices may hold in-person fundraising events if state and local guidelines permit and the Home Office provides advance approval.

There are two approved ways to supplement fundraising:

1. Fundraise in your office with events like Jeans Day, a bake sale or collection jar competitions. See [page 13](#) for Jeans Day materials.
2. Fundraise online to your social network using [alz.org/fmnd](https://www.alz.org/fmnd) and sharing approved email and social media content ([found on BSPN](#)).

### Unapproved fundraising:

- Soliciting donations from prospective and/or existing customers.
- Any in-person fundraising that was not first approved by the Home Office. We ask all offices looking to hold an in-person event to submit an application at least one month prior to your proposed event date. [Click here to access that form.](#)



## COMMUNICATIONS CHAIR:

1. **Start fundraising online! (Send emails, post to social media with approved social media content.)**

- Collect online donations from friends and family.
- Use email and social media templates to boost collections and promote your event to friends and family.
  - » Only approved language may be used when sharing your personal fundraising link.
  - » Solicitation of prospective and/or existing customers is not permitted.

# Steps to Planning a Forget Me Not Days Event

**3 TO 4  
MONTHS  
UNTIL EVENT**



## TEAM CAPTAIN:

1. Assign tasks to team members; those could pertain to recruiting, fundraising, marketing or planning your day-of activities.



## LOGISTICS CHAIR:

### 1. Book a collection site(s) and schedule shifts.

- Book your collection site early!
  - » Storefronts and downtown areas are popular spots.
  - » View [page 13](#) for details about securing your collection location(s).

### 2. Order supplies.

- If your branch needs aprons or collection canisters, please email [ForgetMeNotDays@banklife.com](mailto:ForgetMeNotDays@banklife.com)
- Seeds are complimentary, [click here to order](#). They will be available year-round, but quantities are limited.
- Two posters are available in digital format [on BSPN](#).

### 3. Recruit and coordinate volunteers.

- Create an event schedule. See [page 14](#) for a sample.
  - » Waivers: Every participant MUST register on the branch fundraising site and sign a waiver prior to participating. Participants will need to e-sign the waiver.

*Seeds are free!*



# Steps to Planning a Forget Me Not Days Event

**3 TO 4  
MONTHS**  
UNTIL EVENT



## COMMUNICATIONS CHAIR:

1. Follow up on fundraising emails and letters.
2. Share plans for the day with friends and family.
3. Continue to share your office's fundraising link.
4. Request publicity support 2 months to 45 days in advance.
  - In order to request PR support, you must have already submitted an in-person event application and received approval.
  - Use publicity tools to promote your event and collection results:
    - » Hang posters.
    - » For pre- and post-event local press support, follow the special event application process. Should approval be granted, be prepared to share the following:
      - Branch office location: city and state
      - Collection date, location and time
      - Branch manager's contact information: name, office and cell phone numbers; contact information for branch media spokesperson, if different from manager: name, office and cell phone numbers, email media outlets
        - List the names of local newspapers (i.e., *Chicago Sun-Times*)
        - List the call letters of local TV stations in your viewing area (i.e., WMAQ-TV NBC 5 Chicago)
        - List the call letters of local radio stations in your listening area (i.e., WBBM Newsradio 105.9FM)

Invite friends  
and family  
to join you!

# Steps to Planning a Forget Me Not Days Event

6  
WEEKS  
UNTIL EVENT



## TEAM CAPTAIN:

1. Confirm event details with Logistics and Communications Chairs.



## LOGISTICS CHAIR:

1. Confirm details with in-person collection sites.
2. Raise additional funds by incorporating a bake sale or Jeans Days at your office.
  - See [page 13](#) for additional fundraising tips.



## COMMUNICATIONS CHAIR:

1. Share plans for the day with friends and family. Invite them to join you!
2. Continue to share your office's fundraising link.
3. Promote your approved in-person event, post signs and fliers throughout your community.
4. Ensure all participant [e-waivers](#) have been completed.

## Waivers

[Volunteer E-Waiver](#)

# Steps to Planning a Forget Me Not Days Event

WEEK  
OF EVENT



## TEAM CAPTAIN:

1. Confirm event details with Logistics and Communications Chairs.



## LOGISTICS CHAIR:

1. Check [e-waivers](#) have been completed by all.

### Waivers

[Volunteer E-Waiver](#)



## COMMUNICATIONS CHAIR:

1. Send emails asking for donations from friends, family or local businesses.
2. Send reminders to your office (schedule, collection location, last-minute fundraising ideas).
3. Promote your approved collection day event on social media with approved social media content.

# Steps to Planning a Forget Me Not Days Event

DAY  
OF EVENT



## TEAM CAPTAIN:

1. Host and provide opening remarks to attendees.



## LOGISTICS CHAIR:

1. Host and manage volunteers.



## COMMUNICATIONS CHAIR:

1. Take photos of approved participants using high-definition setting (HDR).
  - Send to [ForgetMeNotDays@banklife.com](mailto:ForgetMeNotDays@banklife.com) with names of all those photographed. Photos of persons who have not completed a waiver cannot be used.



## TEXT TO DONATE

Donors can **text the word "solstice" to 51555** and receive a link back to donate from their mobile device. They will be prompted to enter the name of the participant they would like to support with a donation.

# Steps to Planning a Forget Me Not Days Event

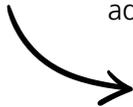
WRAP-UP  
CAMPAIGN



## TEAM CAPTAIN:

### 1. Deposit all donations to your office's fundraising page via The Longest Day app or deposit check donations with the provided check deposit form.

- Download The Longest Day app for [iPhone](#) or [Android](#) to deposit checks to your office's fundraising site.
- Convert cash and coin to a cashier's check made payable to the Alzheimer's Association.
- Send your checks, made payable to the Alzheimer's Association, to the following address *no later than July 15, 2022*, with the [2022 Check Deposit Form](#):



The Longest Day  
PO Box 6804  
Hagerstown, MD 21741-6804

- View [page 17](#) for more information.

### 2. Celebrate!

- Schedule a check presentation or thank-you photo with your chapter as social distancing guidelines permit.
- [Download a presentation check](#) you can take to any print shop.
- Organize a recognition event at your office with your volunteers and businesses that donated as social distancing guidelines permit.
- [Download the volunteer certificate.](#)
- [Download the business certificate.](#)



# Resource Guide: Details and Download Materials

## Selecting a Team Captain

Select a member of your office to lead the project, along with others to assist with execution of the project tasks.

### Planning tips:

- Book collection locations early.
- Call your Alzheimer's Association chapter within a week of registering.
- View the Chapter Matching spreadsheet [on BSPN](#). Do a little work each week leading up to the event.
- Create an event schedule for the day of the event. See [page 14](#) for example.
- Don't try to tackle too much alone—delegate tasks to others.

## Registering your office

- Visit [alz.org/FMND](http://alz.org/FMND) to register your office.

## Working with the Alzheimer's Association

The Alzheimer's Association has a network of over 80 chapters nationwide. Find the chapter closest to your branch using the Chapter Matching spreadsheet [on BSPN](#).

**Step 1:** Call your local chapter contact as soon as possible to share your event plan.

- Dates and times
- Collection locations
- Volunteers needed to fill shifts

**Step 2:** Ask for the chapter's feedback on your plan and, if possible, ask if they can speak to the branch, provide giveaways (bracelets, pamphlets, etc.).

## Contacts

If you have trouble contacting your chapter, please email [ForgetMeNotDays@banklife.com](mailto:ForgetMeNotDays@banklife.com)

Each participant **MUST** register on the team fundraising site and sign an e-waiver prior to participating.

Click here to access:

<https://waiver.smartwaiver.com/w/60d6118b30bd3/web/>

# Resource Guide: Details and Download Materials

## Choosing a collection location

Picking a location where state, local and the property owner's health and safety protocols can be maintained.

### • Storefronts

Outdoors is best.

#### General steps to reserve locations:

- » Call the store manager and ask for permission to set up a charity collection table in front of their store.
- » Explain that 100% of the donations collected benefit the Alzheimer's Association.
- » Mention the date, time and number of volunteers you expect.
- » If the store asks you to submit a request in writing, [click here to download, personalize and print the Retail Permit Template](#).
- » Some stores may request a copy of the 501(c) (3) letter from the Alzheimer's Association. Request a copy from your local chapter.
- » Three weeks prior to your event, call to reconfirm your date and time with the store.

### • Public areas

#### General steps to reserve these locations:

- » Contact your local government office—mayor, city hall, town council or village manager—and explain the event (charitable collections on public streets are often called “canning” or “tag day” events).
- » Mention that 100% of the donations collected benefit the Alzheimer's Association.
- » Provide the date, time and number of volunteers you expect.
- » Ask if you need to obtain a charitable solicitation permit. If so, make a list of the requirements necessary to qualify for the permit.
- » [Click here to download, personalize and print or email the City Permit Template](#) if your town requires a written request for permission.

## Event tip

Some stores will match your collection amount at their location with a “matching grant” contribution of their own—instantly doubling your collections!

## Certificate of liability requests

If a store requires a copy of the Bankers Life certificate of liability, email the following information to [Paul Podgorny](#). Requests take at least 72 business hours and must be received **one month prior to proposed event date**.

- Name of store/company
- Complete address
- How the certificate holder information should read

## Coordinating volunteers

**Volunteers are key to a successful fundraiser.**

- Encourage all branch office members to volunteer. Family members and friends may also volunteer if they register with your office's online fundraising team and sign and return the [volunteer waiver](#).
- **Share your team link with volunteers.**
- **Inspire your team.** Invite a representative from your local Alzheimer's Association chapter to your office to speak about Alzheimer's disease and how their organization is the leading voluntary health organization in Alzheimer's care, support and research.

# Resource Guide: Details and Download Materials

## Creating an event schedule

### Tips:

- Divide your fundraising day(s) into 1-to-2-hour shifts.
- Recruit other volunteers to fill in empty time slots, such as family members, friends, etc.
- Appoint a coordinator to collect all of the donations at the end of the day and clean up the collection site.

### Sample event schedule—Saturday, June 18

<b>Collection site:</b> Walmart	
Hours: 8am–4pm	
Total volunteers: 8 from sales office	
Supplies:	
» Folding table (Ken bringing)	
» 3 posters	
» 3 aprons	
» 3 canisters	
» Half case of seeds (500)	
» 10 waters (Amy bringing)	
» Face coverings, hand sanitizer, other items for volunteer and public health and safety	
Shift	Volunteers
8am–10am	Amy, Ken, Tom
10am–Noon	Amy, Bill
Noon–2pm	Mark, Doug, Margaret
2pm–4pm	Mark, Nate
4pm	Coordinator picks up donations

# Resource Guide: Details and Download Materials

## Participant waivers

<https://waiver.smartwaiver.com/w/60d6118b30bd3/web/>

Every volunteer MUST sign and return a waiver BEFORE participating in Forget Me Not Days. **NO EXCEPTIONS!**

Every participant must sign up on your office's online fundraising page on [Alz.org/FMND](https://Alz.org/FMND).

## Ordering supplies

- Order your supplies at least one month before your event date, to ensure they make it to your office on time.
- Two posters are available: [one for the office](#) and [one to display in public](#). Both versions are in a digital format.

## Seed packets

- Seeds are complimentary, but quantities are limited. [Click here to order additional seeds](#).



## EVENT TIP

**Friendly competition can be fun!** Many offices divide volunteers into teams and reward winners with a Jeans Week/Day or pizza party.

# Resource Guide: Details and Download Materials

## Donation submission guidelines

### Submit donations by app or mail.

- Download The Longest Day app for [iPhone](#) or [Android](#) and scan checks for automatic deposit to your branch's fundraising page.

### Or, mail checks to:

The Longest Day  
PO Box 6804  
Hagerstown, MD 21741-6804



### Notes:

1. Do not use FedEx or UPS. They do not deliver to PO boxes.
2. Mailed checks take two weeks to process and appear on your page.  
Make sure to mail in checks by July 15, 2022 to meet the July 31 deadline.

### Tips:

- All cash and coin collections must be converted into a cashier's check made payable to the Alzheimer's Association.
- Write a memo on the front of the check stating:
  - » Your BSO #
  - » Your contact information
  - » 2022 Bankers Life Forget Me Not Days
- Collections may NOT for any reason be deposited in a personal or business bank account. Converting collections to a cashier's check does NOT require the funds to be deposited in a bank account.
- If you encounter a cashier's check fee, be sure to mention it's for charity and ask them to waive the fee.  
**If they are unable to waive, you may take the amount of the fee out of the collection total.**
- Failure to submit your check by **July 15, 2022**, will make you ineligible for the territory contest and any prizes UNLESS you make other arrangements that have been approved by the Home Office.
- If you have a fundraiser that falls **after June 30, 2022**, notify [ForgetMeNotDays@banklife.com](mailto:ForgetMeNotDays@banklife.com).

## Please note

Anything that can't be converted into a cashier's check WILL NOT BE INCLUDED IN YOUR OFFICE'S COLLECTION TOTAL. This includes, but is not limited to:

- Value of donated food
- Value of donated merchandise (TVs, trips, gift cards, services, etc.)
- Cash or check donations that have been promised, but not received by July 31, 2022
- Funds raised at an unapproved in-person event (funds will be sent to the Alzheimer's Association and included in the overall campaign total)

## Qualified Fundraising Incentives Program—More incentives coming soon!

### Branch Office Fundraising

Top fundraising office honored with Bankers Life Community Champion Award trophy.

Top ten fundraising offices will receive a 16x23 framed 2022 campaign poster.

Top territory (highest percentage of office participation) honored with traveling plaque housed in territory office.

Offices that raise \$1,000+ will receive a 12x18 framed 2022 campaign poster.

*Funds must be received by July 31 for award consideration.*

### Individual Fundraising

Raise \$100+ online to receive a certificate signed by Scott Goldberg.

Raise \$250+ to be eligible for prizes issued by the Alzheimer's Association.

*Fundraising deadline, end of day July 31.*

# Fundraising Ideas

In addition to setting up your collection locations, here are some other ways to help increase collections.

## Ask local businesses

[Click here to access the pre-approved letter](#) to ask local businesses to support Bankers Life FMND.

Don't forget, some stores have matching grant programs through which they'll double any collections you raise in front of their stores.

Ask restaurants, dry cleaners, convenience stores, etc., to place a collection canister at their register.

**IMPORTANT: Prospective and existing policyholders may NOT be solicited for Bankers Life FMND donations.**



## Ask friends and family

Share the vision for a world without Alzheimer's with your personal network!

### • Raise \$200 in one week!

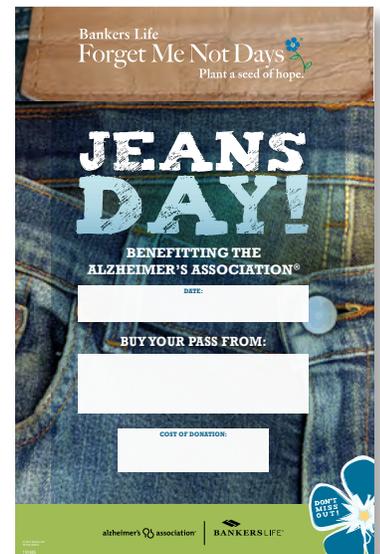
- » **Day 1:** Make your own \$25 donation.
- » **Day 2:** Ask two relatives to donate \$20.
- » **Day 3:** Ask three friends to donate \$15.
- » **Day 4:** Ask four co-workers to donate \$10.
- » **Day 5:** Ask five neighbors to donate \$5.
- » **Day 6:** Ask your spouse or partner to donate \$25.
- » **Day 7:** Celebrate—you just raised \$200!

### • Host a Jeans Day

- » Organize a Jeans Day in your branch.
- » Participants pay to wear jeans to work (you can set the price, such as \$1, \$5 or \$10).
- » Use the posters and jeans passes to create your event:
  - **Posters:** [Click here to access, download and print the poster](#) on your color printer. Then, customize with your event's date, price and contacts.
  - **Jeans passes:** [Click here to access, download and print passes](#). Two different color passes (**blue** and **green**) give you the option to host more than one Jeans Day or charge different prices.

For example:

- » Blue pass is for Monday's Jeans Day and the green pass is for Friday's Jeans Day.
- » Blue pass is for \$3 one-day Jeans Day pass and the green pass is for the \$5 two-day Jeans Day pass.



# Fundraising Ideas

## Holding an in-person fundraiser

In limited circumstances, offices may submit a **proposal for an in-person public fundraiser**. Charity fundraisers outside of the approved Bankers Life FMND format raise a number of tax, contract and liability issues that must be addressed prior to the event in order to protect the office, office leadership and the company.

**Important:** Only approved public fundraisers can be organized given 1) state and local public safety guideline in light of COVID-19 and 2) use of Bankers Life using the Bankers Life FMND and Alzheimer's Association names and logos. In-office, non-public fundraisers, such as office bake sales, Jeans Days, etc., don't need Home Office approval.

State and local health and social restriction guidelines factor in to event consideration, and guidance can quickly change. Every in-person public event request will be reviewed and considered on a case by case basis.

### Application steps

1. Seek the approval of your office leadership.
2. Seek approval from your local Alzheimer's Association chapter contact.
3. Receive Home Office approval:
  - » Submit the [Application](#) form to [ForgetMeNotDays@banklife.com](mailto:ForgetMeNotDays@banklife.com) at least 1 month prior to the event date.
  - » **The venue's Certificate of Liability must be included with the application.**
  - » **The venue's insurance must meet CNO's minimum standards, described in the application.**

## Download

Download all materials from BSPN

[Sell > Marketing > Forget Me Not Days > Planning Kits](#)

## Tips

Forms must be submitted at least 1 month prior to the event date. Return the application to [ForgetMeNotDays@banklife.com](mailto:ForgetMeNotDays@banklife.com).

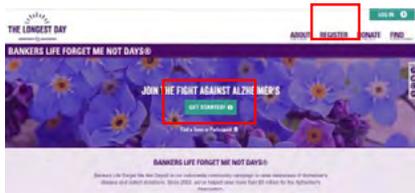
**All special event fundraisers must be reviewed annually.**

# Sign Up. Set Up. Share.

Ready to join the fight against Alzheimer's disease? Follow the instructions below to register for the Alzheimer's Association The Longest Day® and set up your fundraising web page. If you have any registration questions, please email [tld@alz.org](mailto:tld@alz.org).

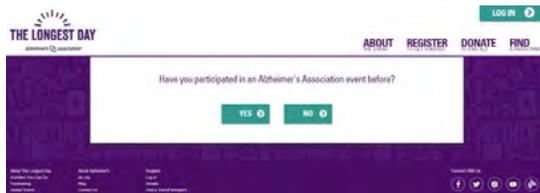
## 1 Register to get started.

- Visit [alz.org/fmnd](http://alz.org/fmnd)
- Click “Register To Get Started” or “Get Started” or “Find Team or Participant”



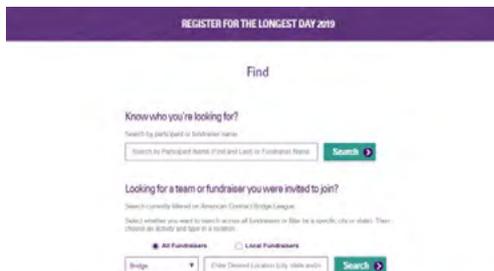
## 2 Sign in.

- If you're a returning participant, click “Yes.” Log in with your username and password. Your information from previous years will be accessible, including your email contacts.
- If you're new, click “No” and continue to the registration page.



## 3 If you are joining a team . . .

Search by participant or fundraiser name or by city and state.

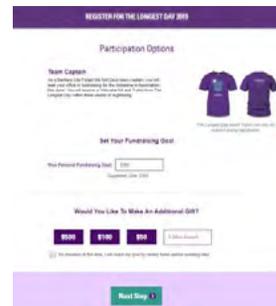


## 4 If you are starting a team . . .

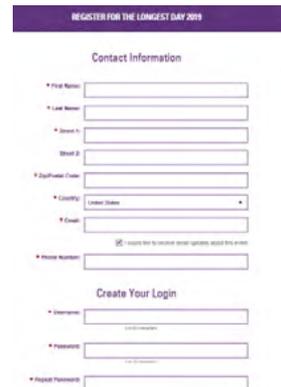
- Name your Team/Event and set an overall fundraising goal.



## 5 Set your personal fundraising goal and make an additional donation if you choose to do so.



## 6 Complete your registration.



Once your registration is complete, you will receive a confirmation.

7

## Check out your dashboard.

Closing the confirmation screen will take you directly to your Participant Center dashboard.

In this section you can:

- Check out your personal and team fundraising progress and edit your goals.
- If you are the Team Captain, click on “Activate Your Team” to get the Team Captain tools.
- Tools to help you reach your goal.



8

## Set up your participant page.

Closing the confirmation screen will take you directly to your Participant Center dashboard. From there, click “My Page.”

In this section you can:

- Create a shortcut link to your page by clicking “Customize Your Link.”
- Share your page and connect your page to Facebook.
- Customize your page by uploading a photo or YouTube video.
- Add your story—the reason why you participate.
- Edit your team’s page under the “My Team’s Page” tab (Team Captains only).

Be sure to click “Save.”



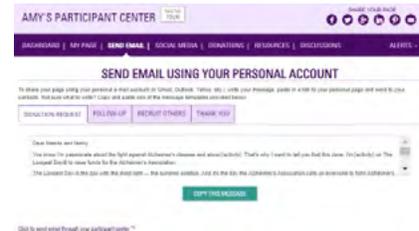
9

## Send email.

Click “Send Email” and decide your delivery method.

Through your personal account:

- Select one of the email templates provided in the Participant Center.
- Copy the message and paste it into a new email in your personal account.
- Edit the message to make it your own and include as a link to your personal page.



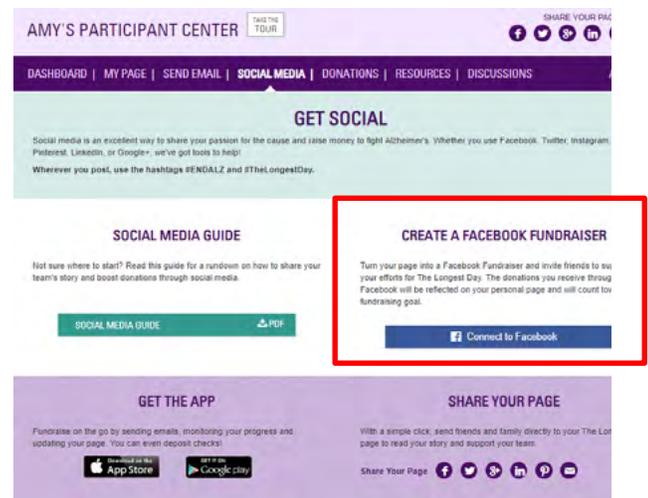
Or send through your Participant Center.

10

## Get social.

In this section you can:

- Create a Facebook Fundraiser by clicking “Connect to Facebook!” All of your donations through Facebook will be in your progress tab if you connect it through your participant center. This was one of the best fundraising tools in 2018.
- Check out the Social Media Guide.
- Download The Longest Day app to text friends and family and to deposit check donations immediately. How cool is that!!
- Not on Facebook? Use the Social Fundraising tools to schedule Tweets and LinkedIn posts.





# CHECK DEPOSIT FORM

## Bankers Life Forget Me Not Days®

**NEW:** Download The Longest Day app for iPhone or Android and scan checks for automatic deposit to your personal or team fundraising page

**Or, mail checks to:**

The Longest Day  
PO Box 6804  
Hagerstown, MD 21741 - 6804

(Note: Please only use USPS and not UPS or FedEx, as they do not deliver to post office boxes)

Use this form to track and deposit donations made by check. Include your personal information to ensure that the donation is credited to your fundraising total, and include all donor information so they can receive a tax-exempt receipt. Checks should be made out to the Alzheimer's Association and will be posted to your fundraising total within two weeks of postmark date. Please print legibly and do not abbreviate to ensure your funds are properly credited.

### Participant Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

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

Company/Group (if applicable): Bankers Life Forget Me Not Days®

Post funds to (choose one):  My personal fundraising page  My team's fundraising page

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Country: \_\_\_\_\_ ZIP: \_\_\_\_\_

BSO Office # \_\_\_\_\_

**Donation Information:** Receipts will be emailed the same day as processing or mailed within 30 days if the donation is over \$25.

1. Donor Name \_\_\_\_\_ Gift Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Donor Street Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

2. Donor Name \_\_\_\_\_ Gift Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Donor Street Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

3. Donor Name \_\_\_\_\_ Gift Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Donor Street Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

4. Donor Name \_\_\_\_\_ Gift Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Donor Street Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

5. Donor Name \_\_\_\_\_ Gift Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Donor Street Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

6. Donor Name \_\_\_\_\_ Gift Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Donor Street Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

7. Donor Name \_\_\_\_\_ Gift Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Donor Street Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

8. Donor Name \_\_\_\_\_ Gift Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Donor Street Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

9. Donor Name \_\_\_\_\_ Gift Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Donor Street Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

10. Donor Name \_\_\_\_\_ Gift Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Donor Street Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

**Total number of checks included:** \_\_\_\_\_

**Total dollar amount included:** \_\_\_\_\_

alzheimer's  association®

*gratefully acknowledges a gift in connection with*



GIFT AMOUNT \$

---

DATE

---

DONATED BY

---

---

---

*No goods or services were exchanged for this donation.*

*The Alzheimer's Association®, a 501(c)(3) non-profit, charitable, tax-exempt organization, is the leading voluntary health organization in Alzheimer's care, support and research.*

Federal Tax ID: 13-3039601