

Children's Champions

How to Enter an Offline Donation

1 Under **My HQ**, click “Main Login” and enter your User Name and Password

2 Under **Tools** select “Pledge Entry”

3 Click “Enter Pledge”

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2. Under **Tools** select “Pledge Entry”
3. Click “Enter Pledge”

Children's Champions

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LOGOUT

REGISTER

DONATE

INFORMATION

Home
About Us
FAQ

VISITORS

JOIN NOW!
Sponsor Participant
General Donation

MY HQ

Logout
Email Friends
Enter my HQ
Edit my Site
Check Reports
Use Tools

My HQ

My Webpage

Email

Reports

Tools

Community

Volunteer Projects

Gadgets

Pledge Entry

Print Donation Form

Edit Profile

Edit Login

Logout

Use this form to enter any offline donations or pledges that you receive. These entries will be marked as "Pending" in your reports area until they have been received and cleared by the organization. When you are finished, click "Submit". You will have the opportunity to enter more donations on the next page.

Instructions

Donation Entry	
Donor Information	
First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Email: *	<input type="text"/>
Address Line 1: *	<input type="text"/>
Address Line 2:	<input type="text"/>
City: *	<input type="text"/>
State: *	Ohio ▼
ZIP/Postal Code: *	<input type="text"/>
Phone:	<input type="text"/>
Voluntary Donation Amount:	\$ <input type="text"/>
Donation	
Payment Type: *	CHECK ▼
Check Number: *	<input type="text"/>
Donation Amount: *	\$ <input type="text"/>

Cancel

Submit

4. Fill out donor's information and indicate if this is a cash or check donation.
5. Mail donation to:

Nationwide Children's Hospital Foundation
Attn: Haley Flowers
P.O. Box 16810
Columbus, OH 43216

Please Note:

- Any pending donations will immediately add to your total donation amount
- Once we receive the donation, we will change the status from pending to received
- You can view the status of your donations under the Reports tab in your MY HQ