

# Donations Offline



Any donation that isn't directly paid onto an online fundraising page will be classed as an offline donation. This includes cash sponsorship, cheques, and money raised from any of your own events.

Upon receiving donations for Meningitis Research Foundation (MRF), please ensure that they are paid to us as soon as possible. Holding on to money can put you at risk of theft, so please pay in any donations as soon as you can.

## Paying your money via bank transfer

Please use the details below when making the payment, and don't forget to tell your charity contact the amount donated, date of the transfer, and the reference used:

**Bank:** Danske Bank

**Sort Code:** 95-01-49

**Account Number:** 30100919

**Reference:** Your surname and what the money is for (e.g. John Smith paying in sponsorship for the Belfast Marathon would use 'SMITH – DM sponsorship').

## Sending in a cheque

Please ensure that cheques are made out to Meningitis Research Foundation and are sent to your nearest MRF Office, alongside a note stating your full name and what the money is from:

**Meningitis Research Foundation**

Park House  
Suite 204  
10 Park Street  
Bristol  
BS1 5HX

## Recording your offline donations

If you have an online fundraising page, once you have paid the money to us and we have confirmed receipt of your payment, you can add it to your page as an 'Offline donation'. The way you do this will vary depending on which fundraising platform you are using, but for Just Giving the process is as follows:

1. Log in to your Just Giving account and go to your fundraising page
2. Click on 'Edit your page' at the top
3. Click on the 'Edit' button next to 'Raised offline' on the right-hand side of the screen
4. Enter the amount that you have raised offline, and click save

## Thank you

Thank you so much for donating to Meningitis Research Foundation, your generosity will help bring us a step closer to defeating meningitis and septicaemia.

[www.meningitis.org](http://www.meningitis.org)

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