**Shape

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**Pledge Fulfillment:**

**Check-Writing Guidelines**

For every check, please include the following information on the memo line:

* Address of your work site
* Group name (esp. if fulfilling a coalition pledge)

*Please send checks to:*

Twin Cities Habitat for Humanity  
1954 University Avenue West  
St. Paul, MN 55104

If these guidelines are not followed, your group may not get credit for donations. Consider collecting individual checks and mailing them together, to ensure that they are coded properly to your group and site. Acknowledgements will be sent to the name and address listed on the check.

**Online Fundraising**

Use Habitat’s free peer-to-peer online fundraising tool to help your group reach its fundraising goal. Benefits include a user-friendly experience and easy record keeping. Contact your Engagement Associate to learn more!

**Timing**

Groups should communicate their expected pledge fulfillment timing to their Engagement Associate. This helps us with budgeting and planning.

It is preferred that pledges be fulfilled prior to the start of the group’s build week experience.

As an alternative to lump sum fulfillment, groups may choose to spread their donations over two or three separate checks over the build season.

All build week pledges should be fulfilled by October 1st to assist in accounting processes.

Engagement Associates will send pledge reminders to groups who are late in fulfilling their pledges.

Please note that our fiscal year runs from July 1 to June 30. If your group volunteers during this time and would like to ensure you will be listed in this year's annual report, be sure that your donation is received prior to June 30.