




Raising Funds on Facebook: Our Requirements

To qualify monies raised through Facebook, fundraisers are required to submit a detail report each month they are actively fundraising. Reports should be emailed to lin@thedonnafoundation.org with the fundraiser's name listed in the Subject Line.

To create a detail report from a Facebook Fundraiser:

- From your home page, navigate the left side of the page (in the blue area) to the section labeled **Explore**. You may need to click the "see more" option to expand the full menu.
- Locate  Fundraisers and click.
- On the left side of the screen locate your DONNA Marathon Weekend fundraiser and click.
- This will open your fundraiser and you will see everyone who has donated.
- Copy and paste this page into a Word Document or the body of an email.

How to copy and paste:

- Locate the section titled **Fundraiser Updates**. Place your cursor to the left of the word Fundraiser, close by not touching. Press and hold the **LEFT** button on your mouse. Drag the cursor (while holding the button) to the **RIGHT** so that you are capturing the full post. You see the screen, where your cursor has been turn **BLUE**.
- Once you have moved to the **RIGHT**, continue holding the button on your mouse down and slide to the **BOTTOM** of the page. The screen should be almost complete **BLUE** now. Release the button, the **BLUE** should remain.
- Place the cursor anywhere the screen is **BLUE**, click and release the **RIGHT** button. A dialogue box should open.
- From the dialogue box select **COPY**.
- Open a Word Document or a new email. In the body, click and release the **RIGHT** button.
- From the dialogue box select **PASTE**.
- Once you have pasted the selected text remove or delete all text **EXCEPT** your donor's name and donation amount. The DONNA Foundation business office will use this data to verify funds received and post it towards your goal.