



PARKS & TRAILS
COUNCIL OF MINNESOTA


FISCAL CLIENT ONLINE DONATIONS SERVICE AGREEMENT

Fiscal Clients can request to have an online donation page created that is securely hosted and processed using Parks & Trails Council of Minnesota's website and credit card processor. The request form is at the end of this packet.

Parks & Trails Council created this service because we heard from numerous fiscal clients that their supporters want to donate online. This is the only way fiscal clients can accept online donations that are credited directly into their fiscal client account, thereby conferring tax-deductible status in accordance with P&TC's financial oversight best practices.

Important information about how the service works:

- Once your custom page is created, you'll receive a link to that page. This can then be linked to from anywhere (e.g., your FG website or in an email).
- You can view a sample page here. Password = "friends"
<https://www.parksandtrails.org/friends-groups/donate-to-friends-of-name-here/>
- Every time someone donates on this page, your treasurer and/or president will receive a copy of the automatic receipt sent to the donor (see sample, figure 3).
- A monthly report detailing donation information will be sent to your treasurer and/or president (see sample, figure 4).
- Funds from the online donations will be credited to your fiscal client account by the 15th of the next month (e.g., a donation made any time during October would be credited by Nov. 15). Your "Ledger of Activity Report" will be sent at that time. Requests for fund balances can be made by calling of office if needed before this time. Please allow 4-5 business days to process your request.
- A 5% processing fee will be deducted from all online contributions. This is the average fee that P&TC pays our credit card processor.



[About](#)
[Support Our Work](#)
[Advocacy](#)
[Land Protection](#)
[News & Events](#)
[Friends Groups](#)

You are here: [HOME](#) / [FRIENDS GROUPS](#) / [RESOURCES](#) / [PROTECTED: DONATE TO FRIENDS OF \[NAME HERE\]](#)

This is the space for a photo.

Size = 1000x400 pixels

This is optional

Friends of Template State Park

Configure

Welcome Lisa Filter. (Not Lisa Filter, or want to do this for a different person?)

Here is the **introductory** message. It can be as long as you want.

Note: your contribution is fully tax-deductible and will show up on your statement as "Parks & Trails Council of Minnesota."

Membership Amount *

☐ \$10 - Trail Supporter
 ☐ \$25 - Trail Partner
 ☐ \$50 - Trail Advocate
 ☐ \$100 - Trailblazer
 ☐ \$50 - Business - Membership
 ☐ \$100 - Business - Trail Sponsor

Additional Contribution

Total Amount

\$0.00

Email Address *

Donor info

First Name *

Last Name *

Street Address *

City *

State *

Minnesota


Zip code *

Phone

Contribution Note

[Review your contribution](#)

Here is the **footer** message. It can as long as you want.



[Home](#)
[About](#)
[Support Our Work](#)
[Land Protection](#)
[News & Events](#)
[Friends Groups](#)

Please verify the information below carefully. Click **Go Back** if you need to make changes. Click the **Continue** button to proceed with the payment.

Make Contribution

Go Back

Contribution Amount

Item	Total Price	Unit Price	Qty
Membership Amount - \$25 - Trail Partner	\$25.00	\$25.00	1

Contribution Total: \$25.00

Donor Info

First Name	First Name
Last Name	Last Name
Street Address	Address
City	City
State	Minnesota
Zip code	55418
Phone	
Contribution Note	Here is where a contribution note would appear

Billing Name and Address


First Name	Last Name
Address	
City, MN 55418	
Your Email	
lisa.filter@gmail.com	
Credit Card	
Amex	
*****1037	
Expires: March 2027	

Your contribution will not be completed until you click the **Make Contribution** button. Please click the button one time only.

Make Contribution

Go Back

Figure 3: Thank you page



0

Address not found in USPS database.

Thank you for your donation in support of [FG Name], a proud affiliate of Parks & Trails Council of Minnesota.

Here is where you can put an extra thank-you message. It can be as long as you want.

Your transaction has been processed successfully.

An email receipt has also been sent to ifilter@parksandtrails.org

Contribution Information

Item	Total Price	Unit Price	Qty
Membership Amount - \$25 - Trail Partner	\$25.00	\$25.00	1

Contribution Total: \$25.00

Date: 10/31/2023 10:37 AM

Transaction #: 80106118735

Donor info

First Name	First Name
Last Name	Last Name
Street Address	Street Address
City	City
State	Minnesota
Zip code	55418
Phone	
Contribution Note	Here is where a contribution note would appear

Billing Name and Address

First Name Last Name

Street Address

City, MN 55418

Your Email

ifilter@parksandtrails.org

Credit Card

Amex

*****1037

Expires: March 2027

Figure 4: Email Receipt
sent to donor and bcc'd to FG contact

First Name,

Thank you for your donation in support of [FG Name], a proud affiliate of Parks & Trails Council of Minnesota.

This is where the receipt message is. It can be as long as you want.

Contribution Information

Item	Qty	Each	Total
Membership Amount - \$25 - Trail Partner 1		\$25.00	\$25.00

Total Amount

\$25.00

Date

10/31/2023 10:37 AM

Transaction #

80106118735

Registered Email

ifilter@parksandtrails.org

Credit Card Information

Amex

*****1037

Expires: March 2027

Donor info

First Name	First Name
Last Name	Last Name
Street Address	Street Address
City	City
State	MN
Zip code	55418
Phone	
Contribution Note	Here is where a contribution note would appear

Figure 5: Friends Group Donations Monthly Report
Sent on the 1st of each month to FG contact with details from the previous month

Friends Group Donations								
02/10/2017 4:58 PM		Contribution OR Soft Credit?						
Contribution Page		Is equal to Both						
Contribution Status		Is Friends Group Donations (test)						
		Is Completed						
Donor Name	Donor Email	Financial Type	Date Received	Amount	Street Address	City	Postal Code	State/Province
Filter, Lisa	lisa.filter@gmail.com	Friends Group Donation	07/5/2017 4:51 PM	\$ 20.00	2623 Madison St NE	Minneapolis	55418	Minnesota
filter, Tester	adlkh@kaghsao.com	Friends Group Donation	07/7/2017 1:30 PM	\$ 10.00	1000 Street Ave.	Bemidji	55418	Minnesota
keincckh, lkahsdfn	lisafilter@testinglisa.com	Friends Group Donation	07/6/2017 10:26 AM	\$ 10.00	2000 Street Ave.	Hutchinson	55418	Minnesota
test, asdfkfh	asdlkasfd@asldfkahfds.com	Friends Group Donation	07/6/2017 9:43 AM	\$ 10.00	3000 Street Ave.	Monticello	55000	Minnesota
Row(s) Listed	4							
Total Amount (Contributions)	\$ 50.00 (4)							
Total Contributions	4							
Fees	\$ 0.00							
Net	\$ 50.00							
Average	\$ 12.50							
Total Amount (Soft Credits)								
Total Soft Credits	0							

Parks & Trails Council of Minnesota | info@parksandtrails.org | 651-726-2457



PARKS & TRAILS
COUNCIL OF MINNESOTA

FISCAL CLIENT ONLINE DONATION SERVICE REQUEST FORM

Please fill out this form and send to fiscal@parksandtrails.org
Allow 1-2 weeks for the page to be created.

FRIENDS GROUP NAME

Please indicate who should receive the emailed copy of each receipt and monthly (one or both):

☐

Treasurer

☐

President

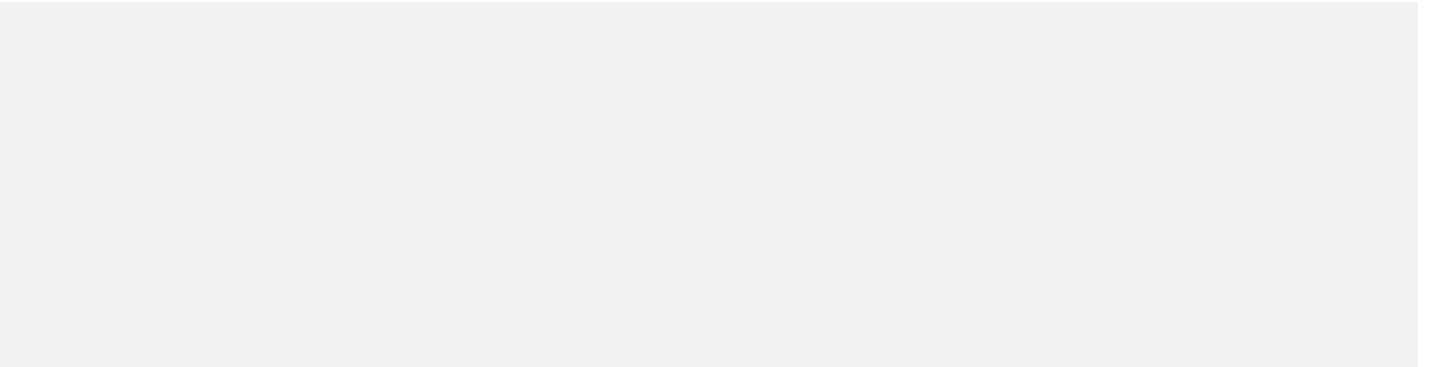
INFORMATION TO CREATE THE DONATION PAGE

Sections marked with an * are required

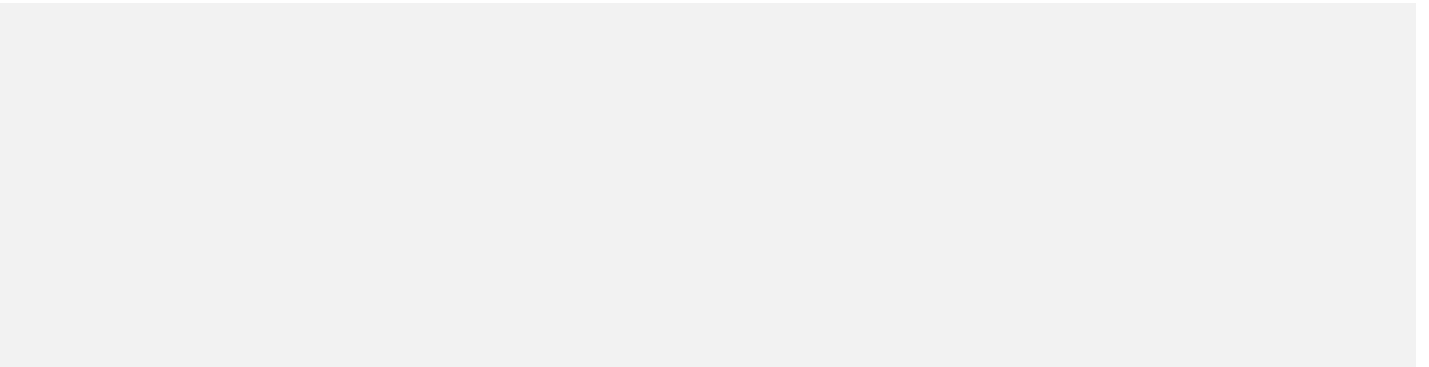
Image (Optimal size is 1000x400 pixels—see fig. 1)

- ☐ Yes, we are sending an image to fiscal@parksandtrails.org
- ☐ No, we prefer no photo

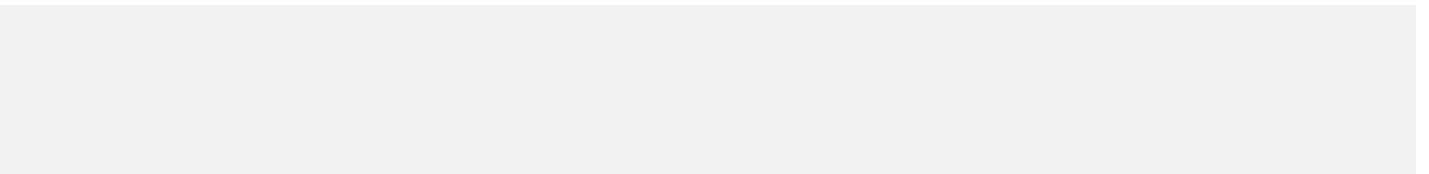
Introductory Message – on top of donation page (see top of fig. 1)

A large, empty rectangular box with a light gray background, intended for the introductory message on the donation page.

Footer Message – on bottom of donation page (see bottom of fig. 1)

A large, empty rectangular box with a light gray background, intended for the footer message on the donation page.

Donation Amounts* (the radio button options, e.g., \$10, \$20...) (see fig. 1)

A large, empty rectangular box with a light gray background, intended for the donation amounts on the donation page.

Thank You Message – (see fig. 3)

Email Receipt Message (see fig. 4)

You can add a custom thank you message on the emailed receipts to be added to this statement:

"Thank you for your donation in support of [Friends Group Name], a proud affiliate of Parks & Trails Council of Minnesota, a 501(c)3 nonprofit organization."

By initialing below, you confirm you have read and understand the Fiscal Client Online Donation Service Agreement and that you request an online donation page for your Friends Group to be hosted on Parks & Trails Council's website.

President's Name

Date

Initials

SEND NOW