# Accept Charitable Donations in Jackrabbit

Last Modified on 05/05/2023 4:50 pm EDT

Jackrabbit offers your organization the ability to select a charity and collect donations from families in the Parent Portal.

⭐ Use the Store feature to set up the charity you have selected.

⭐ Set donation amounts in unlimited increments.

⭐ Donations are easily collected in the Parent Portal.

⭐ Reporting provides you with the donation amounts, and you simply send a check to the designated charity when it's convenient for you.

> We recommend downloading, printing, and reviewing the**Managing Charitable Donations with Jackrabbit** checklist.

## Getting Set Up to Accept Donations

Follow these steps to get Jackrabbit set up to accept charitable donations using the Store feature.

| Expand/Collapse All |
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🔽 Step 1 - Create a Vendor for the Charity

🔽 Step 2 - Create a Transaction Type for Donations

🔽 Step 3 - Add an Item for Each Donation Amount

🔽 Step 4 - Enable Donations in the Parent Portal Settings

Don't forget Jackrabbit allows you to collect charitable donations; however, you control how and

when to send the donated funds to the charity.

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## Collect Charitable Donations in the Parent Portal

Once you have completed the Store setup steps outlined above, your families will see the♥ *Give* option in their Parent Portal when they log in.

**Expand/Collapse All**

⌄ Donation Process in the Parent Portal

⌄ Parent Portal Transaction History

⌄ Locate a Donation in the Family Record

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## Reporting for Charitable Donations

It's quick and easy to run a report to determine the total amount collected for the charity you are collecting for. Either the **Paid Fees** and **Revenue Summary** reports can be generated to include or exclude charitable donations using the **Display Setting** *Show Charitable Donations.* The **Revenue Snapshot** report always displays Charitable Donations as separate line items.

*Note:* Accepting donations from a family on behalf of a charity may have legal or tax implications. You may want to check with an accountant or an attorney.

**Expand/Collapse All**

⌄ Paid Fees Summary & Revenue Summary Reports

⌄ Revenue Snapshot Report

*Depending on the volume of donations you collect, we recommend you run one of the reports mentioned above monthly to determine the donation totals so you can send a check directly to the charity.*