



1% for Recreation Getting Started

Set Up

Businesses who work with cash registers or invoices should add a line to appear on the sales receipt that indicates to the customer that a 1% voluntary donation has been made.

If you need help with your POS set up, please let us know and we will do our best to connect you with a current businesses using the same POS system.

Educating the Customer

If your business is collecting the 1% donation from patrons, it is imperative that you notify the customer that the 1% is voluntary. We offer a “1% For Rec Participant” window cling for your business to help with education. Websites, menus, and brochures can also be used. There are many different ways to successfully notify the customer that differ for each business’ needs.

Because the customers must be informed that their donation is voluntary, we suggest a minimum of two methods of signs or displays. Many businesses put one on the door and one near the register. We do not expect you to converse with every customer about the transaction, unless they ask directly. Since this is a donation, no sales tax is due on the contribution.

Comfort for Customers & Staff

If a customer does not wish to make the donation, the business can simply remove the 1% donation from their bill. This request rarely happens. We recommend that your staff know how to talk about the 1% program and the donation process, but we do not expect staff to push the donation.

Tax Deductions

The 1% donation is tax deductible for your customer. The business should provide a receipt for the customer as a record of their donation – ideally with the word “donation” included on the line next to the 1% amount. Upon request, RFR will write a thank you letter for any donation over \$20 (which is the 1% donation on a \$2,000 bill).

If the business is not collecting the 1% from the customer, but making a personal 1% donation, then the business is entitled to the tax deduction. RFR will send out an annual donation acknowledgement for your records.

Credit Cards

If the transaction is charged to a credit card, business participants will hopefully choose to absorb the cost of any fee charged. For example, if you have \$10,000 in credit card sales, your cost for collecting the 1% for Recreation donation is approximately \$2 to \$3, depending upon your transaction fee rate.

