

Zeffy Quick Start Guide for Marine Corps League Detachments

Zeffy is a **free fundraising platform for nonprofits** that allows detachments to collect payments and donations **with no platform fees**. It is a simple way to handle online payments and keep track of supporters and members.

Common Uses for Marine Corps League Detachments

Detachments can use Zeffy for many activities, including:

- **Membership dues**
- **General donations to the detachment**
- **Event registration**
- **Marine Corps Ball tickets**
- **Golf scrambles or fundraising events**
- **Sponsorships for events or programs**

Important:

Raffle tickets must be **sold in person only** in accordance with **Indiana gaming regulations**. Zeffy should **not** be used to sell raffle tickets online.

Step 1: Create Your Account

1. Go to **www.zeffy.com**
2. Click **Sign Up**
3. Enter your:
 - Name
 - Email
 - Organization name
 - Phone number

Create a password and continue.

Step 2: Verify Your Identity

Because Zeffy processes financial transactions, the account administrator must verify their identity.

You will need to provide:

- Full legal name
- Date of birth
- Address

You will also need to **upload a government-issued ID**, such as:

- Driver's license
 - Passport
 - State ID
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Step 3: Connect the Detachment Bank Account

To receive funds, connect the detachment bank account by entering:

- Routing number
- Account number
- Organization information

Funds collected will be **deposited directly into the detachment account**.

Step 4: Create a Form

Zeffy allows you to create simple forms for:

- Donations
- Membership dues
- Event registration
- Ticket sales
- Sponsorships

Add a title, description, and price or donation amount, then **publish the form**.

Step 5: Share the Link

Once the form is published, you can share the link through:

- Email
- Facebook
- Your detachment website
- QR codes at events

Supporters can pay using **credit card, Apple Pay, or Google Pay**.

When Does the Money Go Into the Bank?

Funds collected through Zeffy are **automatically deposited into the detachment bank account** connected to the account.

- The **default payout schedule is weekly (every Monday)**
- Payments go through a **1–3 day processing period** for security checks
- Payments made late in the week may be included in the **following Monday's deposit**

Because of this schedule, detachments should plan ahead if funds are needed for an upcoming event.

Helpful Tip

If you are unsure how it works, you can **try it yourself first** by making a small test donation or payment.

You can **refund the payment afterward** once you see how the process works.

Need Help?

If you would like to see examples, I can share **the specific Zeffy links I use** so you can see how forms look for different types of events.

I am also happy to **walk you through the process one-on-one** if you need help setting up your account or your first form.

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Indiana Charity Gaming and Zeffy

Acceptable forms of payment

- Cash
- Debit Card
- Check
- Credit Card in face-to-face transactions (**Only** allowed with Raffles and Water Race activities)

Credit Card, IC 4-32.3-5-23 (c), and Electronic Payment Processing:

Under certain circumstances credit cards may be allowed to purchase raffle or water race tickets only and only in a face-to-face transaction. The allowance of credit cards **does not change the restrictions on internet purchases.**

Processing electronic payments has the following restrictions:

- A qualified organization wishing to use electronic payment processing applications for debit and credit card payments must provide notice to the commission for the electronic payment processing application prior to using it for any transaction.
- A qualified organization must create and maintain a single (one) bank account for the organization to use for such transactions.
 - Utilizing an individual's electronic payment processing application account for transactions relating to the conduct of charity gaming is **strictly prohibited.**
 - Qualified organizations' electronic payment processing application account must connect to the qualified organizations separate and segregated charity gaming bank account.
 - Proceeds from the conduct of charity gaming must be transferred from the electronic payment processing application account to the separate and segregated gaming account within five (5) days pursuant to 68 IAC 21-10-9 (n)
- Electronic payment processing application must allow for the creation of a log of all transactions.
- Any fees charged by either the electronic payment processing application or credit card payment processor must be documented and accounted for when calculating receipts or proceeds from the event. The total amount of the transaction, including fees, should be included in the organization's gross revenue/receipts for an event. The fees can then be accounted for as expenses relating to the event.