

SOCIAL CHANGE LEADERSHIP  
FUNDRAISING



# Collecting & Submitting Donations

INFORMATION GUIDE

# COLLECTING & SUBMITTING Cash

## HOW TO ACCEPT CASH

You can accept cash, both bills and coins for any initiative (sales, donations, etc.). You will need to submit your cash and coins to the bank. Coins will need to be rolled for the bank to accept them (they don't accept loose change).

## HOW TO SUBMIT CASH

Note: Please do not send cash in the mail.

### a) **Money Order**

For a fee of roughly \$5 (you can try to have it waived), banks will take the cash and create a 'money order' (a payment order for a certain amount of funds). Please make the money order out to 'Create Change Foundation'. You then mail the money order to our mailing address via regular post.

### b) **Interac E-Transfer**

You can put the cash in your own account/ a parent's account and e-transfer us the funds to [info@createchangenow.ca](mailto:info@createchangenow.ca) and it will be submitted directly into Create Change's bank account.

## HOW TO GET YOU AND YOUR TEAM CREDIT

**Money Order:** If sending a money order, please include a note that lets us know it is from you and your team

**E-Transfer:** If you are sending an e-transfer, if it is in any other name but your own (ie: a parent, a team member) please message your Community Manager to let us know that e-transfer was part of your team's funds.

## HOW TO GET YOUR SUPPORTERS A TAX RECEIPT

We will assume all cash is for 'sales' unless we are told otherwise. If someone donates with cash, please fill out the Tax Receipt Request found in Program Resources to give us the information so we can prepare them a tax receipt

# COLLECTING & SUBMITTING

# Cheques

## HOW TO ACCEPT CHEQUES

You can accept personal and business cheques from anyone. Please make cheques out to 'Create Change Foundation'.

## HOW TO SUBMIT CHEQUES

Please send cheques to Create Change Foundation's mailing address

### **Create Change Foundation**

1622 Salt Street

Olympic PO Box 98984

Vancouver, BC

V5Y0J9

## HOW TO GET YOU AND YOUR TEAM CREDIT

Please include a note when sending cheques to let us know they are from you and your team.

## HOW TO GET YOUR SUPPORTERS A TAX RECEIPT

When we receive a cheque, we will assume it is for a 'donation' (few people pay for sales with a cheque).

If the name and address of the donor is already written on the cheque, then you don't need to take any further action. We will provide a tax receipt for the donor unless you have indicated their cheque was for a sale/ raffle, etc.

# COLLECTING & SUBMITTING Credit Card

## PLEASE CONTACT CREATE CHANGE

Please contact Shannen at [shannen@createchangeacademy.com](mailto:shannen@createchangeacademy.com) if you are interested in accepting Credit if you are interested in accepting Credit Card for a sale. Card for a sale.

## COLLECTING & SUBMITTING

# One Time Online Donations

### HOW TO ACCEPT ONLINE DONATIONS- ONE TIME

Please direct donors to our website to make online contributions. Your options with online donations are people can make general donations on the website (they should donate in honour of you). [www.createchangenow.ca/donate](http://www.createchangenow.ca/donate)

### HOW TO SUBMIT ONLINE DONATIONS- ONE TIME

Funds are automatically captured by the website to be transferred to Create Change's bank account.

### HOW TO GET YOU AND YOUR TEAM CREDIT

If you are having people make general donations, please ensure the donor donates in your honour or yourself or your team name so that we know to give your team credit.

### HOW TO GET YOUR SUPPORTERS A TAX RECEIPT

All online donations are automatically given tax receipts on a quarterly basis. When they donate online, we collect the information we need to issue a tax receipt.

# COLLECTING & SUBMITTING

# Monthly

# Online Donations

## HOW TO ACCEPT ONLINE DONATIONS- MONTHLY

Please direct donors to our website to sign up to become a monthly sponsor.

## HOW TO SUBMIT ONLINE DONATIONS- MONTHLY

Funds are automatically captured by the website to be transferred to Create Change's bank account.

## HOW TO GET YOU AND YOUR TEAM CREDIT

Please fill out the Get Notified About Donations form so we know who to connect your monthly donation to.

## HOW TO GET YOUR SUPPORTERS A TAX RECEIPT

All online donations are automatically given tax receipts on a quarterly basis. When they donate online, we collect the information we need to issue a tax receipt.



# Social Change Leadership

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WE ARE IN THIS TOGETHER.

