



## What do I do with the cash and cheques that I have received?

If you have received cash, cheque, or e-transfer donations from others, you *cannot* retain these funds and then add them to your fundraising efforts by making a lump sum payment with your personal credit card. If you try to make a lump sum payment using your personal credit card your donors *will not* receive their tax receipt, as the system will think that you are making a personal donation. Please follow the instructions below.

1. Please collect all cash, cheques and e-transfer donations from your donors.
2. Complete a pledge form with each donor's name, contact information and donation amount. A pledge form is available to print from the website.
  - a. It is very important that all information on the pledge form is accurate, as tax receipts are automatically issued for donations \$20 and over. Tax receipts cannot be issued if information is incomplete.

YOUR INFORMATION:		PARTICIPANT NAME	WALK LOCATION		TEAM NAME	
YOUR INFORMATION:		JANE DOE	VANCOUVER			
<b>MY PERSONAL PLEDGE</b> Enter your personal pledge to Parkinson SuperWalk here.						PLEDGE \$
						<input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE
NAME	ADDRESS (REQUIRED)	CITY	PROV.	POSTAL CODE	PLEDGE \$	
FRANK LIN	526 JONES Rd.	VANCOUVER	BC	V2J 3B6	40.00	
	TELEPHONE	EMAIL (OPTIONAL)				<input checked="" type="checkbox"/> CASH <input type="checkbox"/> CHEQUE
	604-298-8888	franklin@hotmail.com				
NAME	ADDRESS (REQUIRED)	CITY	PROV.	POSTAL CODE	PLEDGE \$	
LISA POTTER	284 WIZARD ST.	WEST VANCOUVER	BC	V3K 9Y2	20.00	
	TELEPHONE	EMAIL (OPTIONAL)				<input type="checkbox"/> CASH <input checked="" type="checkbox"/> CHEQUE
	250-365-6555	lpotter@gmail.com				
NAME	ADDRESS (REQUIRED)	CITY	PROV.	POSTAL CODE	PLEDGE \$	
	TELEPHONE	EMAIL (OPTIONAL)				<input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE

3. Please total all of your donations and write one cheque payable to Parkinson Society British Columbia.
  - a. If cheques have been written out to you, with your personal information, please keep and deposit that cheque and include the funds in your cheque to PSBC.
  - b. Do not send cash in the mail.
  - c. We do not accept e-transfer.
4. If your donors provide you with a cheque written to Parkinson Society British Columbia, please include their information on your pledge form and mail the cheque to PSBC.
5. Return or mail your pledge form and cheque to:

**Parkinson Society British Columbia**  
**Attn: Parkinson SuperWalk**  
**Suite 600 – 890 West Pender Street**  
**Vancouver, BC**  
**V6C 1J9**

6. If you would like to add the cash and cheque donations to your online fundraising total, please see **'How do I add my cash and cheque donations to my online fundraising total?'** for more detailed instructions with images. This can be found on the SuperWalk website in the Frequently Asked Questions section.