



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