

Donations by Cash, Cheque and Credit Card Collection and Submission Guidelines

Donations received at the SCRABBLE® Alumni, Friends & Family Challenge should be collected in a secure manner. Follow the procedures as outlined below:

Day of Event:

- Ensure that there is an individual appointed as the person accountable for monies being collected and make sure that person is familiar with the collection.
- Have a sufficient amount of needed supplies: pens, a few 9 x 12 envelopes, paper clips, donation box or jar.
- Ensure that you have an envelope in a discreet spot (i.e. hidden) to make periodic drops into so you don't have all of the money in the box.

Collection Guidelines:

- Where donors request a tax receipt, record all information on the donation form provided (*we issue tax receipts for all donations over \$20. If someone makes a donation for a smaller amount and requests a receipt, we will happily issue one*).
- Ensure all cheques are made **payable to Frontier College Foundation**. (If they write "Frontier College" instead, that's not a problem).
- We accept the following credit cards: VISA, MasterCard and American Express.
- Make sure that all donors who request tax receipts clearly print their contact and payment information on the Frontier College donation form (make sure the written information on the donation form is legible).
- It's important to get a telephone number, in case we need to call for any reason: e.g. credit card number was written incorrectly, illegible address information.
- Attach cheque or cash to the donor's donation form with a paper clip and place it in an envelope (for safe keeping and to ensure no cheques or cash get separated from the forms and flutter away).
- On the back of the cheques, please print: "For deposit to Frontier College Foundation only" (this lowers the risk of lost cheques being cashed in someone else's account).
- Donors who simply toss change or small bills into the donation box and who do not wish to have a tax receipt are not required to provide their contact information.

We DO NOT rent or sell our donor lists. Address information collected will be used to keep donors informed of Frontier College activities, to send tax receipts, etc.

At the End Of the Day:

- Tally all of your donations – cash, cheque, MasterCard, VISA and AMEX card– on the donations tally sheet provided for you. Total the cash in one row, the cheques in another and MasterCard, VISA and AMEX on their respective lines. Add all totals together and write the complete total at the bottom.

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Submission Guidelines:

- **Photocopy the donations tally sheet and pledge/donation forms and keep one copy for your records.** This serves two purposes; you have it as a reference if we call for clarification, and next year you will have a record of who supported you this year.

Once you have collected all of your donations and completed your donation form(s), you have the following three options to submit your funds:

Donations by cheque:

Submit your completed donation form(s), along with cheques made payable to Frontier College Foundation to:

Meredith Roberts
Frontier College Foundation
35 Jackes Avenue
Toronto, ON M4T 1E2

Donations by credit card:

Please ensure that each donor's credit card number, expiry date and signature are clearly indicated on your pledge/donation form. Submit your completed donation form(s) to:

Meredith Roberts
Frontier College Foundation
35 Jackes Avenue
Toronto, ON M4T 1E2

Donations by cash:

We strongly recommend that you do not send cash in the mail! For cash donations you may want to consider one of the following options:

1. You can add up all of the cash donations you have received and send in a personal cheque or credit card donation along with the donor's pledge/donation forms in the equivalent amount. Deposit the cash in your personal bank account. We will process the donations and send the tax receipts directly to the donors. Be sure to clearly indicate the contact information and give us your phone number in case we need to contact you to clarify information regarding the donation(s). (Don't forget that you have written a cheque on your account. It may take a few days before the cheque gets cashed.)

For all donations submitted to Frontier College Foundation for processing, tax receipts will be issued once the donations have been deposited or authorized. Due to the particularly busy time of the year, we anticipate that tax receipts will be issued within one month of receiving the donations at the office.

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Donations Tally Sheet

Date: _____

Submitted by: _____

SCRABBLE® Friends, Family & Alumni Challenge in _____ (city)

on _____ (date).

Payment Method	Number of donations	Total Amount
Cash		
Cheque		
VISA		
MasterCard		
AMEX		
TOTAL:		