



DONATION COLLECTION AND TAX RECEIPT HANDLING

Tax Receipts

As per Canada Revenue Guidelines, The Alzheimer Society Southwest Partners is only permitted to issue tax receipts to individuals who donate without receiving a tangible item or benefit in return.

- Alzheimer Society Southwest Partners can only issue tax receipts for the amount of the actual donations received by Alzheimer Society Southwest Partners and can only issue receipts to the individual making the donation.
- Tax receipts cannot be issued for funds used to cover the costs of the event or other administrative expenses incurred by the organizer.
- Tax receipts cannot be issued for the donation of gift certificates.
- Tax receipts will be issued by Alzheimer Society Southwest Partners once net funds are remitted with a list of donor names, addresses, and amounts of individual donations. Please use the Pledge Form.
- Tax receipts are provided for donations of \$20 and over, providing the donor meets the above conditions.
- Receipts for donations of less than \$20 are only issued upon request.

BEFORE SETTING UP YOUR FUNDRAISER

Review our Fundraising Policy and Procedures document.

Determine if you will be collecting donations online, offline or both.

a. Online How To Submit Your Donation:

- i. If you collect donations through your Anything for Alzheimer's fundraising page, the funds will be transferred directly to us, and tax receipts will be emailed directly to donors – there is nothing further you need to do.

b. Offline How To Submit Your Donation:

- i. If you collect bills and coins, following your event we ask you to please count your donations before coming into the office. We will then process the donations manually and can provide tax receipts to donors as long as you obtain a copy of their full name, address and phone number.

Please be sure to include a note with your name and the name of your fundraising event so we know the donation has come from you. Please do not mail cash; if cash is mailed, your carrier cannot guarantee that your donation will be delivered.

Let us know about your fundraiser

Email us or give us a call to let us know a bit more about your event and if there is anything we can do to support you. We can help walk you through the community event fundraising process and give you some helpful tips and tricks to help make your event a success. (just getting started? No problem, we can help you brainstorm and fill in any of the blanks)

Please include the following details

- Event summary/description
- Date, time, event location
- Fundraising goal
- Your connection with the Alzheimer Society Southwest Partners and reason for wanting to host a fundraising event
- Marketing, promotions and advertising plan