

How to enter money and cheques received in person

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Adding cash or cheque donations to your personal Page will raise the level of your fundraising thermometer

Option 1: Complete donor information (a tax receipt can be issued once donations are received)

Note: If your donor does not have an e-mail address, type in info@sla-quebec.ca We will receive the electronic receipt and we will forward it by mail to your donor.

The screenshot shows a web interface for managing donations. On the left is a navigation menu with options: Home, Fundraising, My Fundraising, Get donors, Manage your donors, Manage cash or cheque, Download and print pledge form and my results, Sponsor yourself, Tell-A-Friend, Team, Profile, and Registration. The main content area is titled 'Manage Cash or Cheque Donations' and includes a note about entering donations in person. Below this is a form titled 'Enter New Cash or Cheque Donation' with fields for First Name, Last Name, Address, City, Country (set to CANADA), Province (set to Quebec), Postal/Zip Code, Email, Language Preference (set to English), and Donation amount. There are two radio buttons for donation types: 'Donation from a friend or family member (with tax receipt)' (selected) and 'Anonymous cash or cheque donation in lump sum (without tax receipt)'. At the bottom, there are two checkboxes for public display of name and donation amount, and an 'Add this donation' button. The status at the bottom reads 'No Cash or Cheque Donations Entered'. Two callout boxes provide additional instructions: one pointing to the donation type selection and another pointing to the donation list area.

Manage Cash or Cheque Donations

If you collected donations in person, enter them here.

Note: By entering yourself the donations you collected in person will help decrease our administrative costs, and may enable us to issue an electronic tax receipt.

IF YOUR DONOR DO NOT HAVE AN EMAIL ADDRESS, please enter: info@sla-quebec.ca. We will receive the electronic tax receipt and send it by mail to the donor.

* denotes required information

Donation from a friend or family member (with tax receipt)

Anonymous cash or cheque donation in lump sum (without tax receipt)

Enter New Cash or Cheque Donation

* First Name:

* Last Name:

* Address:

* City:

* Country:

* Province:

* Postal/Zip Code:

* Email:

* Language Preference:

* Donation:

I give permission for my name to be displayed on this participant's personal page which can be viewed by the public.

I give permission for my donation amount to be displayed on this participant's personal page which can be viewed by the public.

No Cash or Cheque Donations Entered

All information is obligatory in order to transmit a tax receipt

List of donations that you have entered manually, complete with addresses

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Option 2: Anonymous or incomplete donor information (NO tax receipt will be issued until the donor amounts and information are received).

Manage Cash or Cheque Donations

If you collected donations in person, enter them here.

Note: By entering yourself the donations you collected in person will help decrease our administrative costs, and may enable us to issue an electronic tax receipt.

IF YOUR DONOR DO NOT HAVE AN EMAIL ADDRESS, please enter: info@sla-quebe.ca. We will receive the electronic tax receipt and send it by mail to the donor.

* denotes required information

Donation from a friend or family member (with tax receipt)

Anonymous cash or cheque donation in lump sum (without tax receipt)

Enter total cash collected
NOTE: No receipt will be sent out for this donation

* The funds collected originated from?

* Amount collected:

Permission for **origin** to show on fundraising page which is viewed by public.

Permission to show **donation amount** on the public facing personal page?

Lump Sum Donations Entered

| Name | Date | Donation | |
|------------|----------------------|----------|--|
| Épluchette | Jan 26, 2014 6:57 PM | \$500.00 | <input type="button" value="Delete"/> <input type="button" value="Edit"/> <input type="button" value="Pay"/> |

Total Cash or Cheque Donations: \$500.00

As only a minimum amount of information is requested, it will not be possible to transmit a tax receipt immediately.

List of donations that you have entered manually, complete with addresses

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Pay the donations

Option 1: Pay with your credit card on line

This method permits you to keep the cash (or cheque made to your name). The donor(s) will receive their receipt by e-mail.

1. Register the donation (Manage cash or cheques tab).
2. Once you have confirmed your donation, it will appear at the bottom of your screen. Click on the [Pay](#) button location on the same line that the donation you want to pay.
3. Enter your credit card information.

Note : If you have not entered all the necessary donor information upon registering the donation, your donors will not receive a tax receipt.

Option 2: Bring the donations on the day of the event

On the day of the event, bring the cash and cheques with the [Pledge form](#) (for donations not posted on line) or a [Result form](#) posted on the site (for donations posted on your on line fundraising Page)

See tutorial , [How to verify the results of my fundraising champagne?](#) to understand how to generate your [Result form](#) .