

# TIPS + TRICKS



## do not mail cash

Never send cash through the mail. You have many other options to submit your donations.



## receipts = \$20+ & full address

Will be automatically issued for amounts of \$20 or more, where full postal address is provided legibly. All other tax receipts will be issued upon request.

## Pledge Form Checklist

- Gather all your cash and cheque donation in an envelope
- Double-check your pledge form to ensure everything matches with what you collected
- Highlight any uncollected pledges on your sheet
- Fill in the missing addresses, postal codes, etc.

## Important to note:

- FOR 2022 - NO PAPER WILL CHANGE HANDS AT THE WALKS. SO MAKE SURE ALL YOUR FUNDRAISING IS COMPLETED EITHER ONLINE OR ON PAPER PLEDGE SHEETS + SUBMITTED AS PER GUIDELINES.**
- This form is to be used only for cash and cheque donations/pledges received.
- Every cash or cheque donation/pledge you collect must be recorded on this form. **Do not include paid online donations on this form.**

# How to submit your Pledge Form + Donations

## If you have cheques

- Examine to make sure they are all signed and not post-dated.
- Ensure that they are payable to Threads of Life.
- Mail to the Threads of Life office with your completed pledge form.

## If you have cash

**Option A:** Email the Threads of Life office (kbondame@threadsoflife.ca) your completed pledge form + call the office to pay the total with your credit card, and keep the cash. (Or write a personal cheque for the cash and use method above).

**Option B:** Email the Threads of Life office (kbondame@threadsoflife.ca) your completed pledge form + send an e-transfer, in the amount of the cash, to the office at accounts@threadsoflife.ca with your invoice number in the message section.

**Option C:** Day-of event, if you still have paper, you can hand in your completed pledge form and pay for the donations via “The Square” with your credit card. Please keep in mind, we are encouraging a “paperless walk” to provide a safe process for all.

## Using your credit card to pay for donations

Noted on the front of this form, you do have the option to pay for all your cash donations with your credit card on the pledge form. If you do fill out this portion, you may either mail/scan the form to the office or follow Option A above.



### Mailing Address

Threads of Life  
P.O. Box 9066  
1795 Ernest Avenue  
London, ON N6E 2V0



### Need help?

Toll-free:  
1.888.567.9490  
Email:  
steps@threadsoflife.ca

