



WHAT MOVES YOU?  
 RIDEFORREFUGE.ORG  
 SEPTEMBER 30, 2017

event location:

rider name:

team name:

# donation form

The donor's **full address** (including postal code) is required, or tax receipts will **not** be issued - please print.

Donations **less than \$20** will not be receipted.

Make cheques payable to **Ride for Refuge**, with the rider/team name on the memo line.

amount

|            |         |        |       |  |
|------------|---------|--------|-------|--|
| donor name | address |        |       |  |
| city       | prov    | postal | email |  |
| donor name | address |        |       |  |
| city       | prov    | postal | email |  |
| donor name | address |        |       |  |
| city       | prov    | postal | email |  |
| donor name | address |        |       |  |
| city       | prov    | postal | email |  |
| donor name | address |        |       |  |
| city       | prov    | postal | email |  |
| donor name | address |        |       |  |
| city       | prov    | postal | email |  |
| donor name | address |        |       |  |
| city       | prov    | postal | email |  |
| donor name | address |        |       |  |
| city       | prov    | postal | email |  |
| donor name | address |        |       |  |
| city       | prov    | postal | email |  |
| donor name | address |        |       |  |
| city       | prov    | postal | email |  |



**Address** 260-659 King Street East,  
 Kitchener, ON, Canada, N2G 2M4  
**Charitable Number** 819882655RR0001  
**Email** info@blueseaphilanthropy.org  
**Phone** 519.603.2250 **Toll Free** 1.877.743.3413

total \$ collected on this sheet

this page is #



### don't mail cash.

Never send cash through the mail! You can mail a personal cheque, or enter the donation online and pay using your credit card (and keep the cash amount).



### email is important.

Ask your donors for their email addresses, and we'll send them an e-receipt.

(This saves the RIDE thousands in administrative costs. Don't worry, we'll never email them anything other than their receipt.)



### receipts = \$20+ & full address.

Only donations of \$20 or more will be receipted, and we can only issue receipts where the donor's full address (including postal code) is provided.

## RIDE DAY TODO

1. Print your **WAIVER** form and sign it (or have your parent/guardian sign).
2. Print the **MY RESULTS** form under the 'Download Forms' section of your FundHub.
3. Gather your **CASH + CHEQUES** - make sure they match the total you recorded on your donation form.
4. **REVIEW** your cheques to ensure they're: a) payable to *Ride for Refuge*, b) not post-dated, and c) signed.
5. **HIGHLIGHT** any donation that remains uncollected on your donation form.
6. **PACK UP** everything (donation form, waiver, my results form, cash, cheques) and hand it all in at your RIDE location. (Tip: use ziplock bags for loose coins.) Then get moving!

## AFTER THE RIDE

1. **GATHER** together all cash and cheque donations you received. Make sure the amount of cash/cheques you have matches what you recorded on your donation form.
2. **PAY** your cash donations online with credit card or Paypal - visit our site for more detailed instructions. Can't pay online? No problem: keep the cash and mail us a personal cheque covering your cash total.
3. **VERIFY** all of your cheque donations. Make sure they are:
  - a. payable to the Ride for Refuge
  - b. current-dated (or earlier), and
  - c. signed.
4. **INDICATE** any donation that remains uncollected on your donation form by highlighting and noting it on your form.
5. **MAIL** any cheques (NOT CASH!) with your completed donation form or My Results Form, to:

**Ride for Refuge** c/o Blue Sea Philanthropy  
260-659 King St. E., Kitchener, ON, Canada, N2G 2M4