



working for orphans & widows

HOW TO SUBMIT CASH AND CHEQUE DONATIONS

Thank you for joining the “Runners for WOW” team at the Scotiabank Toronto Waterfront Marathon! After registering as a participant in the race and setting up your individual fundraising page your friends and family can start sponsoring you. In instances where cash or cheque donations are made, please follow these simple steps to enter their donation on the fundraising site so they can receive a charitable donation receipt. The “WOW Pledge Form” can help you track cheque and cash donation information.

(Note: WOW does not require a minimum donation amount to issue a tax receipt).

To enter in your cash or cheque donation, then pay it in yourself with your credit card:

- Log in to your fundraising account
- Click on *My Fundraising* then *Cash or Cheque Donations* in the left menu
- Click *Donation from a friend or family member* if it is a donation from an individual or click *Donation from an event or cash lump sum* if it is proceeds from a fundraising event or something similar
- Enter in the donor’s name and contact information or the fundraising event name
- Click *Add Donation*
- Locate the donation at the bottom of the page and click *Pay*
- Enter your personal credit card information
- Confirm your information and click *Submit*
- A confirmation will be issued automatically to your donor if these conditions are met:
 - Donor’s email address is valid
 - Donor’s mail address is valid

Alternatively...

You can collect all cheque and cash donations, write one cheque for the total amount, and mail that cheque AND the completed “WOW Pledge Form” with all your sponsors’ information to: WOW, P.O. Box 460, Burlington, ONT, L3R 3Y3.