



## HOW TO USE THIS FORM



### NEVER Mail Cash

Never send cash through the mail! You can mail a personal cheque, or bring the pledge amount via cash or credit card the morning of the walk at registration.



### Email is IMPORTANT

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

(This saves the WALK 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.

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## WALK DAY TO DO

1. Print your WAIVER form and sign it (or have your parent/guardian sign).
2. Bring your completed pledge form to the walk
3. Gather your CASH + CHEQUES - make sure they match the total you recorded on your pledge form.
4. REVIEW your cheques to ensure they are:
  - A. payable to Thunder Bay & District Humane Society,
  - B. not post-dated, and
  - C. signed.
5. HIGHLIGHT any donation that remains uncollected on your pledge form.
6. PACK UP everything (pledge form, waiver, cash, cheques) and hand it all in at registration. (Tip: use ziplock bags for loose coins.) Then get walking!

## AFTER THE WALK

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 pledge form.
2. PAY your cash pledges to the Thunder Bay & District Humane Society, you may issue a personal cheque to cover the amounts and mail them to us. (Keep the cash.)
3. CHECK all of your cheque donations to ensure they are:
  - A. payable to Thunder Bay & District Humane Society,
  - B. current-dated (or earlier), and
  - C. signed.
4. INDICATE any donation that remains uncollected on your pledge form by highlighting and noting it on your form.
5. MAIL any cheques (NOT CASH) with your completed pledge form to:

Thunder Bay & District Humane Society, 1535 Rosslyn Road. Thunder Bay, ON P7E 6W2