



## How to process Offline Funds onto your CanadaHelps Giving Page:

- Note: if you receive cash donations or proceeds from a fundraising sale from others, it is not legal to donate this to CanadaHelps using your own name, as you will receive a tax-deductible receipt for a donation that wasn't really from you.

### 1.) If a Tax Receipt is Needed

#### ie. Donations where donor requests a tax receipt for offline funds.

- Print the form attached below, and when you receive the donation, use it to record the funds from the donor. Ensure that the donor understands that you will deposit and process the donation on their behalf via your CanadaHelps GivingPage
- Deposit monies received to your bank account or credit card.
- Make sure you are logged out of CanadaHelps (or logged out of Facebook if you login via Facebook connect). This is to ensure your name/address does not end up on the tax receipt.
- Go to your GivingPage and click "Donate Now".
- Enter amount of donation you received. Choose "I do NOT agree to allow my name and message to be displayed..." and click continue.
- Review and click "complete my donation" on the next page.
- Under Donate: Step 1 - **enter the donor's email address.**
- "Donate: Step 2"
  - Enter "Donor Contact and Receipt Information"
  - Leave "Yes I would like to create an account with CanadaHelps" unchecked.
  - Leave "Tax Receipt Preferences for One-Time Donations" as is.
  - Leave "Privacy Preferences" as is.
- "Donate: Step 3"
  - Choose your preferred payment method and submit the donation.

### 2.) If No Tax Receipt is Needed

#### ie. Anonymous cash donations or proceeds/profits from fundraising sales/event

- Deposit monies received to your bank account or credit card.
- Make sure you are logged out of CanadaHelps (or logged out of Facebook if you login via Facebook connect). This is to ensure your name/address does not end up on the tax receipt.
- Go to your GivingPage and click "Donate Now"
- Enter amount of cash/funds you received. Choose "I do NOT agree to allow my name and message to be displayed..." and click continue.
- Review and click "complete my donation" on the next page.
- Under Donate: Step 1 Email Address: enter your email address.
- Donate: Step 2 (we are using "dummy" information below so that the tax receipt is not usable by a legal entity/person)
  - \*Donor Type: Choose Corporate/Group
  - Company Name Group: enter the name of your fundraising event (eg. Your Name's chocolate almond sales) or simple enter "Your Name's Hero Holiday"
  - Address. Enter a "dummy" address, eg. 555 Nowhere St. North, Hamilton ON, L8R 1M7
- Leave "Yes I would like to create an account with CanadaHelps" unchecked.
- Leave "Tax Receipt Preferences for One-Time Donations" as is.
- Leave "Privacy Preferences" as is
- Donate: Step 3
  - Choose your preferred payment method and submit the donation.



## CanadaHelps GivingPages Offline Donation Form - Funds Processed by Volunteer

Volunteer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please note: It is recommended that instead of using this form/process, that donors instead give online directly to CanadaHelps through Interac, credit card, or PayPal.

If you receive cash donations or proceeds from a fundraising sale, it is not legal to donate this to CanadaHelps using your (the volunteers) name/address, as you will receive a tax-deductible receipt for a donation that wasn't really from you

### Handling of Funds

The volunteer receiving the offline donation will deposit the funds themselves, and transfer the exact amount to the intended CanadaHelps GivingPage on behalf of the donor and in the donor's name (or anonymously for non-tax receiptable amounts). **An official Canadian receipt for income tax purposes will ONLY be issued by CanadaHelps.** CanadaHelps will then forward the funds to Live Different for the intended project.

### Definition of Donation

This is a donation (from the volunteer or a 3<sup>rd</sup> party) that is eligible for a Canadian donation receipt for income tax purposes. Due to the expense and logistics of coordinating a volunteer humanitarian development project, an important qualification is for each volunteer to meet their trip's **minimum individual fundraising goal**. Volunteers can solicit tax receiptable donations (via CanadaHelps) to reach the minimum fundraising goal to help pay for the costs of carrying out the project, and such designated contributions are received by Live Different for its charitable purposes. According to charity law, a donation is a voluntary transfer of property without valuable consideration to the donor; donors cannot choose the beneficiaries of their donations, and a charity must have full discretion in deciding how to allocate its funds. All donations are given to the project/charity, and though donations help meet the volunteer's fundraising goal and their costs associated with the charitable project, they are not being given as a direct monetary gift to the volunteer. **All donations are absolutely, 100% non-refundable.** In event of a cancellation or excess fundraising, funds will instead be allocated towards other charitable programs.

**Donor Name:** \_\_\_\_\_

*Please note that a tax receipt can only be issued in a single name or business name*

**Contact Person:** (if above Donor is a business) \_\_\_\_\_

Address: \_\_\_\_\_

*Street City Province Postal Code*

Email Address (**required to receive a tax receipt**): \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

I give permission to display my name publicly as donor on the intended CanadaHelps GivingPage (optional)

**Amount:** \$ \_\_\_\_\_

**Cheque** (payable to volunteer)  **Money Order** (payable to volunteer)

I have read, understand and agree to the above "Definition of Donation" and "Handling of Funds". **I intend the above amount to be donated to CanadaHelps**, and authorize the volunteer receiving this to process and transfer these funds to their CanadaHelps GivingPage in my name and on my behalf.

\_\_\_\_\_  
*Signature of Live Different Hero Holiday Volunteer*

\_\_\_\_\_  
*Signature of Donor*

Live Different does not require a copy of this, but the volunteer should keep this form on hand for future reference.