

If you have cash or cash/cheque donations, here are the steps for submitting these donations as part of your Gutsy Walk fundraising:

### **Cash and Cheque Donations**

1. Download and complete a pledge form. Here is where you record your contact information, which walk you are virtually attending, and the contact information and amount of all cash or cheque donations you receive.
2. Pledge form totals must match cash and cheque totals.
3. Remember to include full mailing address and phone number for each donor, even for emailed tax receipts, as this information is required before a tax receipt can be issued. If the money is anonymous (ie silver collection), write "Anonymous" in the name box and then the amount at the far right.
4. Do not send cash in the mail. Total up all cash donations and either write a personal cheque or purchase a money order (either payable to Crohn's and Colitis Canada) for the amount of cash.
5. If writing a cheque, deposit the cash to cover the value of the cheque.
6. Any fees for money orders will need to be paid for by the participant.
7. Make a copy or take a photo of your pledge form and all cheques in case mail gets lost. Mail the original pledge form and cheques/money orders to our national office at: Crohn's and Colitis Canada Attention: GW team, #600-60 St. Clair Ave E, Toronto, ON M4T 1N5. You may wish to ensure there is a tracking number on your package so you know when it is delivered.
8. All donations must be received by September 30<sup>th</sup> to count towards this year's Gutsy Walk total! If you think yours might be late, please contact your local office or National office at [gutsywalk@crohnsandcolitis.ca](mailto:gutsywalk@crohnsandcolitis.ca).

### **Cheque Donations Only:**

1. Download and complete a [pledge form](#). Here is where you record your contact information, which walk you are virtually attending, and the contact information and amount of all cheque donations you receive.
2. Pledge form totals must match cheque totals.
3. Remember to include full mailing address for each donor, even for emailed tax receipts and even if it appears on the cheque, as this information is required before a tax receipt can be issued.
4. Make a copy or take a photo of your pledge form and all cheques for your reference or in case mail gets lost. Mail the original pledge form and cheques/money orders to our national office at: Crohn's and Colitis Canada Attention: GW team, #600-60 St. Clair Ave E, Toronto, ON M4T 1N5. You may wish to ensure there is a tracking number on your package so you know when it is delivered.
5. All donations must be received by September 30<sup>th</sup> to count towards this year's Gutsy Walk total! If you think yours might be late, please contact your local office or National office at [gutsywalk@crohnsandcolitis.ca](mailto:gutsywalk@crohnsandcolitis.ca).

## Cash Donations Only

Unless you wish to write a cheque to cover all cash donations, if so, see option for “Cash and Cheques”:

1. If you aren't registered online, register at [www.gutsywalk.ca](http://www.gutsywalk.ca) (it's free) choosing the community you would like to support.
2. In order to enter an offline pledge, you first need to login to your participant center. Once you login to your account, you will see the tool bar below:



3. Click on “Offline Pledges”
4. Fill out the form below and click on “Add Donor”. The information added will then be saved on your account. (Note: All information starred must be included to enter an offline pledge). Please make sure to fill out the entire address field so that your donor can receive a tax receipt.

### Add/Edit Donors

User Type: \*  Individual  Organization Representative

First Name: \*

Last Name: \*

E-mail: \*

Organization Name:

Country: \*

Address:

City:

Province / State: \*

Postal Code / ZIP:

Phone:

Amount (CAD): \*

Payment Type: \*

Honour Roll Options: \*  Show My Name and Amount  
(Selection will appear on Your Personal Page)  Show My Name Only  Show My Name as Anonymous (amount will show)  Other (Custom)

To make a payment, full donor address information is required:

1. Select pledges from list below with Status "Pending"
2. Click **Pay By Credit Card** or **Pay with PayPal**
3. If the donation is greater than the minimum receiptable amount, a tax receipt will be issued in the donor's name and sent to e-mail address entered above.

5. To pay for the offline pledge, first select the offline donation you wish to pay for by checking “Select”. To pay by credit card, click on “Pay by Credit Card”. To pay by PayPal, click on “Pay by PayPal”.

To make a payment, full donor address information is required:

1. Select pledges from list below with Status "Pending"
2. Click **Pay By Credit Card** or **Pay with PayPal**
3. If the donation is greater than the minimum receivable amount, a tax receipt will be issued in the donor's name and sent to e-mail address entered above.

\* - T for Team and P for Personal

Name	Amount (CAD)	E-mail	Phone	Address	Type*	Status	Select			
<i>Donor's Information Listed Here</i>						P	Pending	<input checked="" type="checkbox"/>	Remove	Edit

1

6. To pay by Credit Card, fill out the form below. To submit the payment, click on "Process Payment Now".

Payment Information:





Credit Card Number: \*  (no spaces)

Cardholder's Name: \*

Expiration Date: \*  Month /  Year

Card Security Code: \*  (What is this?)

7. To pay by PayPal, click on "Pay with PayPal" and fill out the form below. You will be redirected to PayPal's website where you will follow the prompts provided.



Pay with PayPal

Enter your email or mobile number to get started.

[Forgot email?](#)

or

Cancel and return to Crohn's and Colitis Canada

 English | Français

8. Donations recorded this way do not require a pledge form to be submitted, your profile and community will be credited automatically.

9. All donations must be received by September 30<sup>th</sup> to count towards this year's Gutsy Walk total! If you think yours might be late, please contact your local staff partner or National office at [gutsywalk@crohnsandcolitis.ca](mailto:gutsywalk@crohnsandcolitis.ca).

For any questions or concerns, please feel free to contact Gutsy Walk Team at [gutsywalk@crohnsandcolitis.ca](mailto:gutsywalk@crohnsandcolitis.ca) or your local office. Their contact information can be found on your local walk page.

Thank you so much for your support.