

Together as one

we walk to stop Crohn's and colitis.

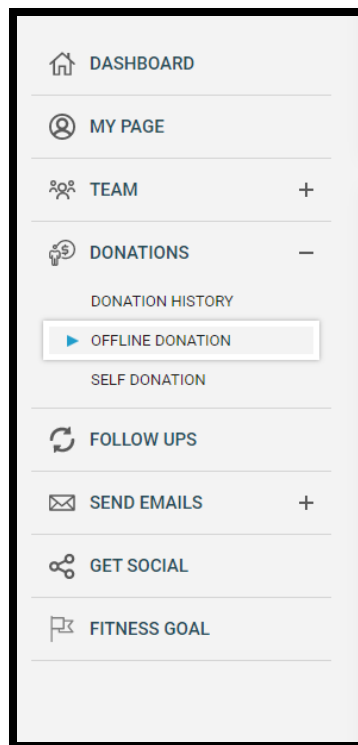
Offline Donation Guide

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

Cash Donations Only

Please note: if you wish to write a cheque to cover all cash donations, see below for the "Cash and Cheques" option.

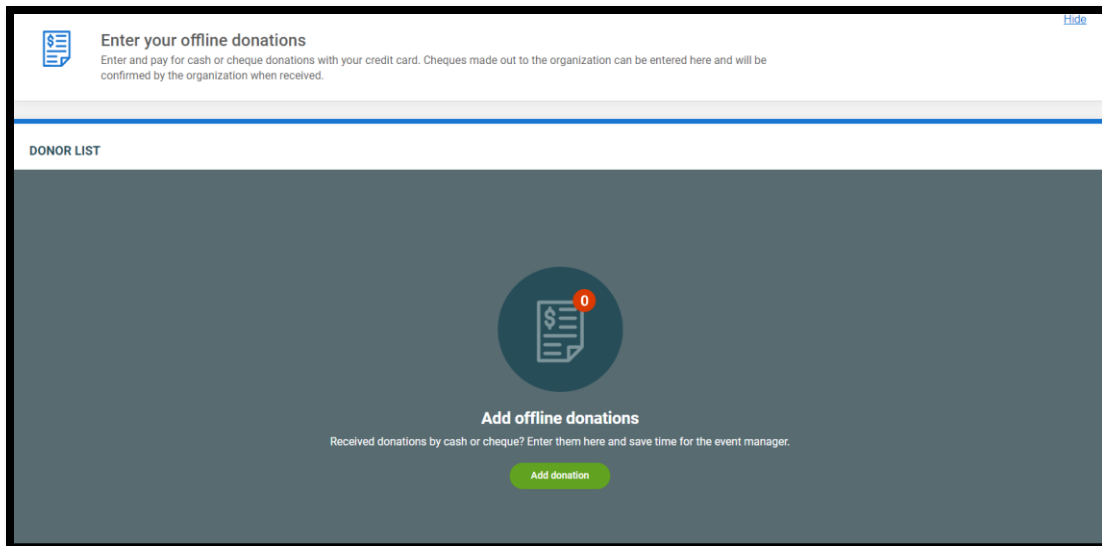
1. If you aren't yet registered online, sign up at www.gutsywalk.ca (it's free) and choose the community you would like to support.
2. In order to enter an offline donation, you'll need to login to the participant centre. Once you've logged in to your account, click on the plus sign next to "Donations" on the left-hand column. Then, click on "Offline Donation".



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- To add an offline donation, click on the green button labeled "Add donation".



Enter your offline donations

Enter and pay for cash or cheque donations with your credit card. Cheques made out to the organization can be entered here and will be confirmed by the organization when received.

[Hide](#)

DONOR LIST

Add offline donations

Received donations by cash or cheque? Enter them here and save time for the event manager.

[Add donation](#)

- Enter your donor's information, ensuring all the required fields are filled out*. To submit, scroll down and click on "Update donation". The information you included will then be listed on your account. If you don't have your donor's email address, you can provide our email address (gutsywalk@crohnsandcolitis.ca) and we will mail the tax receipt to the donor instead.

Please note: In order for your donor to receive a tax receipt, the entire address field must be filled out.

**New: Participants can now add offline donations for fundraising events (no tax receipt issued). Under payment type, select "Special Event" and fill out all required fields. Please note that both the first and last name fields must be filled out when submitting this type of offline donation.*

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DONATION INFORMATION

Donor's address and e-mail are required to issue a tax receipt (if applicable)

Donation Amount Payment type *

First Name Last Name

E-mail

Phone OPTIONAL

User Type

Organization Name OPTIONAL

Country * Canada

Address OPTIONAL

City OPTIONAL Province / State *

- To pay for an offline donation by credit card, click on the credit card symbol to the right of the donation and enter your credit card information. To submit the payment, click on "Make payment".

| DONOR LIST | | | | | | |
|--------------------------|------|---------|----------|--------------|--------------|------------|
| Pay with Credit Card (0) | | | | | | |
| <input type="checkbox"/> | NAME | ADDRESS | AMOUNT | DATE ↓ | PAYMENT TYPE | DONOR TYPE |
| <input type="checkbox"/> | | | \$150.00 | Nov 30, 2021 | Cash | Personal |

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PAY OFFLINE DONATIONS

Total amount **\$150.00** (1 donations)

Payment details

Card Holder Name

Credit Card Number

Month * Year * CVV

Cancel Make payment

- To pay for multiple donations by credit card, check the boxes to the left of each donation and click on "Pay with Credit Card" at the top left of your Donor List.

Offline Donations

Enter your offline donations

Enter and pay for cash or cheque donations with your credit card. Cheques made out to the organization can be entered here and will be confirmed by the organization when received.

DONOR LIST

Pay with Credit Card (2)

| NAME | ADDRESS | AMOUNT ↓ | DATE | PAYMENT TYPE | DONOR TYPE |
|---|--|----------|--------------|--------------------------------|--------------|
| <input checked="" type="checkbox"/> Carrie Xi carrie+xi@akaraisin.com | 2110-26 Lanark Rd St. John's, NL A0K 1A0 Canada | \$200.00 | Jul 16, 2021 | Bank Debit | Personal |
| <input type="checkbox"/> Lisa Bondry lisa@acme.com | Acme Inc. 1 Acme Lane Detroit, MI 48222 United States | \$150.00 | Jul 16, 2021 | Business Cheque | Organization |
| <input type="checkbox"/> Jessica Penfield jessica+penfield@proton.mail | Address Required | \$100.00 | Jul 16, 2021 | Cash | Personal |
| <input checked="" type="checkbox"/> Daniel Cogsworth dcogsworth_22@gmail.com | Not required | \$58.39 | Jul 16, 2021 | Special Event (no tax receipt) | Personal |

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7. Donations recorded this way do not require a pledge form to be submitted - your profile and community will be credited automatically.
8. All donations must be received by July 3rd, 2023 to count towards the 2023 Gutsy Walk total! If you think yours might be late, please contact your Local Staff Partner or National Office at gutsywalk@crohnsandcolitis.ca.

Cash and Cheque Donations

1. [Download](#) and complete a pledge form. Here you'll record your contact information, which walk you are attending, your donor's contact information, and the amount of all cash or cheque donations you receive.
2. Pledge form totals must match cash and cheque totals.
3. Remember to include a full mailing address 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 (i.e. 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 any mail gets lost. Mail the original pledge form and cheques/money orders to our National Office at: **Crohn's and Colitis Canada Attention: Gutsy Walk Team, 2110-439 University Avenue, Toronto, ON M5G 1Y8**. 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 July 3rd, 2023 to count towards this year's Gutsy Walk total! If you think yours might be late, please contact your [Local Office](#) or our National Office at gutsywalk@crohnsandcolitis.ca.

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For any questions or concerns, please feel free to contact the Gutsy Walk Team at 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!