

EMERGENCY RELIEF DONATION

Thank you for your generosity and prayers for those affected by this emergency.

For up-to-date information, please go to devp.org.

1. DONATION FORMS//

Below are Donation Forms that can be copied for participants to use to collect donor information for tax receipts. Any donation for \$10 or more is eligible for a tax receipt provided the donor's information is complete and clear.

Important: Full names, complete addresses and the amount of the donation are required in order to provide tax receipts to those who donated more than \$10.

2. COLLECT DONATION FORMS AND DONATIONS//

After the fundraiser, collect the Donation Forms from your participants. Photocopy each form **separating Forms A from B**. Keep the original pledge forms for your records.

FORM A - CHEQUES

Staple all the donor cheques to their corresponding Donation forms.

FORM B - CASH

Tally the total amount cash donation. Write one cheque or money order for the total amount. **Please do not send cash by mail!** Staple the cheque or money order to the stack of Donation Form B's.

Address your cheque or money order to DEVELOPMENT AND PEACE and indicate that the funds were raised through a school fundraiser.

3. SPECIAL NOTES AND TAX RECEIPTING INSTRUCTIONS//

- Tax receipts from DEVELOPMENT AND PEACE can only be issued if cheques and money orders from individual donors are made out to DEVELOPMENT AND PEACE. All donor information needs to be indicated clearly on Donation Forms.
- If the funds that you raised will be sent to DEVELOPMENT AND PEACE through your parish or diocese, then your parish must issue tax receipts to the donors. DEVELOPMENT AND PEACE cannot issue tax receipts for cheque donations made out to a parish or school.
- Cheques cannot be deposited if they are stale-dated (i.e., dated more than six months earlier), so please make sure that you send in your Donation Forms and cheques to us as soon as possible.

Please do not hesitate to contact Tara Hurford,
Catholic Schools Program Officer
thurford@devp.org
1 800 494-1401 ext 229.



Development
and Peace
CARITAS CANADA

EMERGENCY RELIEF

DONATION SUBMISSION FORM

Please complete this form and include it with your submission of donations.

CONTACT PERSON: _____

YOUR EMAIL: _____

TYPE OF FUNDRAISER: _____

SCHOOL NAME AND ADDRESS: _____

CITY/TOWN: _____

PROVINCE: _____

POSTAL CODE: _____

DIOCESE: _____

FORM A: CHEQUES

Total number of cheques: _____

Total of all donor cheques: \$ _____

FORM B: CASH

Organizer cheque or money order number: _____

Total of all cash donations: \$ _____

TOTAL FUNDS RAISED: \$ _____

Mail this form, with the Donation Forms and cheques/money orders to:

FAMINE RELIEF FUND
DEVELOPMENT AND PEACE
1425 René-Lévesque Blvd. West, 3rd Floor Montréal, Québec
H3G 1T7

THANK YOU!



EMERGENCY RELIEF CHEQUE DONATIONS

Participant's name: _____

School: _____

PLEASE WRITE IN CAPITAL LETTERS

Canadian Catholic Organization for Development and Peace
devp.org 1-800-494-1401 schools@devp.org
Please make cheques payable to: **DEVELOPMENT AND PEACE**

FIRST NAME _ _ _ _	LAST NAME _ _ _ _	ADDRESS _ _ _ _	EMAIL ADDRESS _ _ _ _ @ _ _ _ _	CITY _ _ _ _	PROVINCE _ _ _ _	CHEQUE NUMBER _ _ _ _	AMOUNT \$ _ _ _ _	POSTAL CODE _ _ _ _	TAX RECEIPT PLEASE <input type="checkbox"/>	INFO MONTHLY GIVING <input type="checkbox"/>
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