



TeleMiracle 49 Fundraising Sheet

Cheques payable to: KINSMEN TELEMIRACLE

Full **MAILING ADDRESS** required for tax deductible receipt

Donations of \$149 or more are eligible for a TeleMiracle Teddy bear

CONTACT NAME:		CONTACT PH#:	CONTACT EMAIL:	
DONOR NAME:		MAILING ADDRESS:		AMOUNT DONATED: \$
EMAIL ADDRESS:		PHONE #:		CASH CHEQ
TOWN/CITY:		POSTAL CODE:		TeleMiracle Teddy (\$149) Yes No
DONOR NAME:		MAILING ADDRESS:		AMOUNT DONATED: \$
EMAIL ADDRESS:		PHONE #:		CASH CHEQ
TOWN/CITY:		POSTAL CODE:		TeleMiracle Teddy (\$149) Yes No
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PG #		TOTAL		

INSTRUCTIONS

1. **Your** name, phone number and email address are very important. If we can't read your sheet or have any trouble with any of it, we will need to get a hold of you.
2. We **MUST** have the **mailing** address of your donors or there will be no receipt issued. For small towns that have post office mail delivery, the donors **will not** receive their receipts or teddy bears if they give us their residential/house address. And if we have the mail come back and we have to mail it again, it costs us double the postage. We would like to avoid that as much as necessary.
3. It seems like a lot of information for your donors to fill in, but having contact info like the email and phone number help us when we can't read their writing or have any other question about their donation.
4. Please **print** and have your donors **print** as well. The easier it is to read, the better the receipting will be.
5. Cheques should be made out to: KINSMEN TELEMIRACLE.
6. Make sure **CASH** or **CHEQ** is circled, this will help you when you total up all your donations to make sure you have all the math correct.
7. Donors must circle Yes or No for the teddy bear. They are not sent automatically.
8. Give each of your pages a number, at the bottom in the **PG#** box, you'll need that for the summary page.
9. Lastly, total up all the donations on each page. You'll need those totals for the summary page.
10. You can print or photocopy multiple pages of this sheet.
11. If you are going to send in a cheque from your club or group for all the cash donations listed, plus other cash you received that is not listed on the sheet and then also an extra donation from your group/club it is **important** to note all of that information so that we know why the cheque amounts are what they are. For example: Three donors are listed on the sheet, they donated cash and want receipts, three other donors donated cash but don't want receipts. Those six donations add up to \$250. But your group wants to donate \$500 as well, so you send in a cheque for \$750. Please tell us those exact details.