

Process for Collecting Donations

People who wish to support you can donate using the following three methods:

I. Credit card

Please instruct your supporters to visit www.familiesforfamilies.ca.

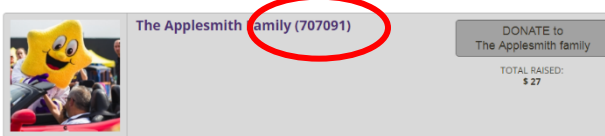
II. Personal or Business Cheque

Please instruct your supporters to make all cheques payable to **Starlight Children's Foundation Canada.**

Cheques should be mailed to:

Starlight Children's Foundation Canada
1805 Transcanada Hwy, Dorval, Qc H9P 1J1

Please make sure that they make reference to the Family ID that they are supporting (the ID is issued when you create your profile on www.familiesforfamilies.ca. See the example below).



III. Cash

Some supporters may simply donate cash to your family. In this case we ask that you follow these simple steps:

1. Should the donor require a tax receipt for their donation, please complete the Excel document called 'Information needed to issue a tax receipt'.

Starlight is only able to issue tax receipts if it has all information that is required by the Canada Revenue Agency. This spreadsheet

FONDATION POUR L'ENFANCE STARLIGHT CANADA - STARLIGHT CHILDREN'S FOUNDATION CANADA

1805 Route Transcanadienne, Dorval, QC H9P 1J1

T: 514.288.9474 ou/or 1.888.782.7947 F: 514.287.0635 www.starlightcanada.ca

makes it easier for you to ensure that you capture that required information. Please note should Starlight not be given all of the requested information it will be impossible for us to issue a tax receipt.

2. Please **do not** send cash in the mail. Alternatively, you can do one of the following:
 - **Option 1** – Physically bring the cash to one of the following offices: Montreal office (1805 Transcanada Hwy, Dorval, Qc H9P 1J1) or Toronto office (200 Consumers Road, Suite #809, Toronto, ON M2J 4R4). For the Vancouver area, please call Heather Brunett at 1-800-880-1004 ext.4240 to set up arrangements.
 - **Option 2** – Write a personal cheque payable to **Starlight Children's Foundation Canada** for the sum of the total amounts collected and submit the details of how much money was collected by each individual donor (i.e. simply use the "information needed to issue a tax receipt" spreadsheet).
3. Please mail your cheque and excel spreadsheet to the Starlight Children's Foundation Canada: 1805 Route Transcanadienne, Dorval, QC H9P 1J1. Make sure to include the family for which these funds were raised and details of the event such as its name, the location and time.
4. Send the excel spreadsheet to Héloïse Rolland, the Campaign Coordinator, at heloise.rolland@starlightcanada.org. The name of the Excel spreadsheet should be: Tax receipt_Nameofevent_dateofevent.

If you have any questions or comments you can always contact Héloïse Rolland at heloise.rolland@starlightcanada.org, or at 514-288-9474, ext. 1234.

FONDATION POUR L'ENFANCE STARLIGHT CANADA - STARLIGHT CHILDREN'S FOUNDATION CANADA

1805 Route Transcanadienne, Dorval, QC H9P 1J1

T: 514.288.9474 ou/ou 1.888.782.7947 F: 514.287.0635 www.starlightcanada.ca