



# Pledge Form

september 21, 2024 / [inflamedbrain.org/steppin-out](https://inflamedbrain.org/steppin-out)

event  
location

participant  
name

team  
name

donor name	address	city	prov	postal	email	amount
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

send mail to

**Inflamed Brain Alliance**  
PO Box 71023 Silver Springs  
Calgary, AB, T3B 5K2



contact us

[support@inflamedbrain.org](mailto:support@inflamedbrain.org)  
cra# 798185542 RR0001

**please print clearly!**

- donor's **full address (with postal code)** required for tax receipts
- only donations of **\$20 or more** will be receipted
- payable to **Inflamed Brain Alliance** with team/participant on memo line

**total \$ on page**

this page is #

# Tips & Tricks

## pledge form checklist

- **Gather** all your cash and cheque donations in zip-lock bags
- **Compare** to your pledge form to ensure everything matches
- **Highlight** any uncollected pledges on your sheet
- **Fill** in missing addresses, postal codes, and emails

## if you have cheques

- **Examine** to make sure they are all signed and not post-dated
- **Payable** to Inflamed Brain Alliance your name on memo line
- **Mail** to the Inflamed Brain Alliance with your completed pledge form

## if you have cash

- **Option A:** Login to CandaHelps, click “**Enter \$\$ and Cheques**” and **enter your cash donations online. You may then pay them off with your credit card, and keep the cash.**
- **Option B:** Write a cheque (payable to Inflamed Brain Alliance) for the total amount of collected cash. Mail to Inflamed Brain Alliance with your completed pledge form, and keep the cash.



### send mail to

#### Steppin’ Out for PANS PANDAS

Inflamed Brain Alliance  
PO Box 71023 Silver Springs  
Calgary, AB, T3B 5K2



### need help?

We have friendly folks  
who can help you out by email:  
[steppinout@inflamedbrain.org](mailto:steppinout@inflamedbrain.org)  
or social media:  
[www.inflamedbrain.org/steppin-out](http://www.inflamedbrain.org/steppin-out)

# Remember...



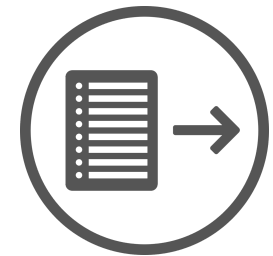
## email is important

Make sure you get your donor’s email address (if they have one). Email addresses are used exclusively to send tax receipts, and help the IBA do the most with its time and resources.



## don’t mail cash

Never send cash through the mail!  
You can enter the pledge online and pay using your credit card, or write a personal cheque (and keep the cash amount).



## receipts = \$20+ & full address

Only donations of \$20 or more will receive a tax receipt, and we can only issue receipts where the donor’s full address (including postal code) is provided.

## It’s Easier with CanadaHelps!

**Did you know** you can login to CanadaHelps, easily pay off your pledges online, and see it reflected instantly on your page thermometer? Your donors are instantly included on your webpage, you save paper & time, and IBA saves on admin costs. **A win-win-win situation!**



- **Login** to CanadaHelps, select: Edit My Page > Donations > Offline > Add Offline Donation (NB. no automated charitable tax receipt auto-issued)
- **Add** each pledged donation listed on your printed Pledge Form
- **Pay off your listed pledges by credit card after clicking the Pay button**
- **Presto!** Your donors automatically display on your webpage, *and* the total amount appears on your scoreboard. Do this as many times as you need to!