




Pledge Form

september 23, 2023 / 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						

<p>send mail to Inflamed Brain Alliance PO Box 71023 Silver Springs Calgary, AB, T3B 5K2</p>	 <p>contact us support@inflamedbrain.org cra# 798185542 RR0001</p>	<p>please print clearly!</p> <ul style="list-style-type: none"> • donor's full address (with postal code) required for tax receipts • only donations of \$20 or more will be accepted • payable to Inflamed Brain Alliance with team/participant on memo line 	<p>total \$ on page</p> <p>this page is #</p>
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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 Inlamed Brain Alliance your name on memo line
- **Mail** to the Inlamed Brain Alliance with your completed pledge form

if you have cash

- **Login to CandaHelps** and enter your '**OFFLINE**' donations. "<https://www.canadahelps.org/en/SignIn.aspx>."
- **Write a cheque** (payable to Inlamed Brain Alliance) for the total amount of collected cash.
- **Mail** to Inlamed 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
or social media:
www.inflamedbrain.org/steppin-out

Remember...



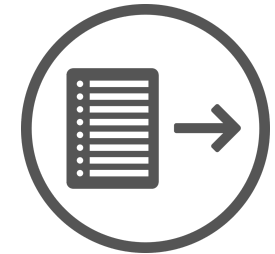
email is important

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.

Enter it all into CanadaHelps!

Did you know you can login to CanadaHelps, easily enter your cheques and cash pledges online, and see it reflected instantly on your page thermometer? Your donors are instantly included on your webpage, keeping totals raised for the campaign (and on your individual pages) as accurate as possible, motivating others to reach their goals and encouraging other donors to give.

1. Go to: <https://www.canadahelps.org/en/SignIn.aspx>;
2. Log in using your email address and password;
3. Click on the "**Your Fundraising Pages**" tab;
4. Click on the "**Edit**" button next to the name of your team page, and then on the "**Donations**" tab;
5. Click on the "**Add Offline Donation**" button, enter the required information, and click on the "Add Donation" button to save.

