

# HOW TO COLLECT AND MAKE DONATIONS

War Child relies on public donations and funding to continue the programs which reach hundreds of thousands of children and their families each year. In order to collect funds and send your fundraising money to War Child with ease follow the steps below:

## 1. Informing War Child of your Event

To ensure War Child is aware of your fundraising efforts please let us know when you are planning to hold events by contacting [events@warchild.ca](mailto:events@warchild.ca) with details. Any clippings, photos and feedback from your events are greatly appreciated.

## 2. Accepting Donations

When accepting donations it is important that you indicate that proceeds from the event will be going to support War Child.

You can accept donations by cash or cheques written to War Child. Any cash collected during your fundraiser can be transferred to War Child by a personal cheque from one of the event organizers, or by credit card over the phone by calling 1.866.WARCHILD

## 3. Handling Funds

When handling funds received from events, ensure that you count and identify how much was raised through cash donations, online and cheques. Be sure funds are kept in a secure and private place.

## 4. Preparing your Donation

Donations can be sent to War Child through the mail by either cheque or money order or donated online through your personal fundraising page.

### Mailing Address

War Child  
Attention: War Child Events  
489 College Street Suite 500  
Toronto, Ontario M6G 1A5

## 5. Tax Receipts

As a registered charity, War Child is able to issue tax receipts for all donations over \$10. War Child's charitable registration number is 872374426RR0001. In order for War Child to issue tax receipts we need the donor's full contact information. Please fill in our downloadable pledge sheet with your donors' information and send it in with the final donation.