



## Important Pledge Form Information

### Team Members Collecting Pledges using the Pledge Form:

- Please PRINT clearly all required information on the Pledge Form. Accurate and complete information for a donor will ensure tax receipt delivery. If not legible or not complete, a receipt cannot be issued.
- Your name and information must be clearly PRINTED at the top of the Pledge Form. This is important for full tally of your team's fundraising.
- Consider fundraising online with your own event fundraising page. Set your page up via the Online Personal Fundraising Page link at [www.pphfoundation.ca/community-events/port-perry-dragon-boat-festival-2019](http://www.pphfoundation.ca/community-events/port-perry-dragon-boat-festival-2019)
- Cheques should be made out to Port Perry Hospital Foundation or PPHF
- Designate a Team Pledge Coordinator who will spearhead the fundraising efforts of your team, and record and hand in the team's funds raised.

### Submitting Pledge Forms & Monies:

- Pledge forms with donations should be provided to your designated Team Pledge Coordinator prior to the team's last scheduled practice in order for the Pledge Coordinator to reconcile pledge sheets with donations and complete the team's Tally Sheet.
- As much as possible, and to be considered for all fundraising incentive prizes, the Team Pledge Coordinator (or a designate) must hand in the team members' pledge forms with donations and the team's Tally Sheet during the festival practice times in the week of **Tues. to Thurs. June 11<sup>th</sup> to 13<sup>th</sup>**. Drop off is at Latham Centre, Palmer Park (practice site)
- For donations made online, the cut off to be included in fundraising totals for incentive prizing is end of day Thursday June 13<sup>th</sup>, 2019.
- No money will be accepted at Port Perry Hospital Foundation (or Lakeridge Health) without prior arrangements.
- All other donations, pledge forms, tally sheets must be handed in on race day, June 15, at Latham Centre, Palmer Park, *no later than 12pm*. Donations handed in on race day cannot be included in totals for the purpose of fundraising incentive prizes due to time constrictions.

### Checklist for Collecting Pledges:

- Pledge Collector's Name, Team Name and all information is filled in at top of the Pledge Form
- There is a COMPLETE address, including postal code, for every pledge collected from donors. A tax receipt will not be issued for incomplete or illegible contact information
- There is a total at the bottom of your Pledge Form
- Team Pledge Coordinators have placed money, cheques, Pledge Forms and their completed Tally Sheet into a large envelope or freezer bag ready for submission.

Questions about the fundraising program?

Contact Port Perry Hospital Foundation at 905-985-7321 ext 5580 or [pphfoundation@lakeridgehealth.on.ca](mailto:pphfoundation@lakeridgehealth.on.ca)

PORT PERRY  
**HOSPITAL**  
Foundation

Charitable # BN 89145 0843 RR0001

[www.pphfoundation.ca](http://www.pphfoundation.ca)

**Scugog  
Lake Stewards Inc.**

Charitable # BN 89254 7100 RR0001

[www.scugoglakestewards.com](http://www.scugoglakestewards.com)

All proceeds will be divided in an 80/20 split between the Port Perry Hospital Foundation and Scugog Lake Stewards.

**NOTE: Pledge donations are not registration fees. Registration fees to participate in the event are not eligible for charitable receipting.**

**Any names on Pledge Forms with funds not collected will be crossed off by the Festival Pledge Officials.**