

Depositing Funds Raised Through *Spin4Kids Plus* into the GoodLife Kids Foundation RBC account

IMPORTANT – Only Cash or Cheque donations may be taken in Club for GoodLife Kids Foundation. Debit and Credit Card donations via the Moneris system may not be taken. If donations via Moneris have been taken in error please email lburrows@goodlifekids.com and accounting@goodlifefitness.com asap. As well do not enter these donations in CARE.

All funds should be deposited into the GoodLife Kids Foundation **ROYAL BANK** account **ONLY** – NOT at TD Canada Trust. Club Administrators will be sent GoodLife Kids Foundation deposit slips to use. **Do Not use GoodLife Fitness deposit slips or include donations with your regular daily club deposit for GoodLife Fitness at TD Canada Trust. Do Not enter any fundraising dollars into CARE.**

Spin4Kids Plus deposits must be completed by end of day on Tuesday March 8th 2016. Deposits are completed as follows

- 1) Complete a GoodLife Kids Foundation deposit slip
 - 2) Visit your nearest **ROYAL BANK** branch to make the deposit once you have a minimum \$100 – ensure the teller gives you a stamped copy of the deposit slip
 - 3) Send the deposit slip to GoodLife Kids Foundation at Home Office, using the GLKF envelopes (available at no charge on WorkFlow). Completed pledge forms should accompany the deposit slip
 - 4) Send an e-mail to lburrows@goodlifefitness.com to notify of your deposit, your name, club name, club number and date of deposit
 - 5) If your Club scans documents to be sent to Home Office, please refer to the *Scanning Paperwork and Sending to Home Office Manual* on GoodLife Connect for complete details of how to manage paperwork for GoodLife Kids Foundation/Spin4Kids Plus
- **Never shred any documents for GoodLife Kids Foundation**

Please Remember...

- **Accept cash and cheques only**
- Cheques payable to GoodLife Kids Foundation
- Do not send cash in courier to GoodLife Kids Foundation at Home Office
- Include all completed pledge forms to GoodLife Kids Foundation at Home Office. Ensure each form is labeled on the back with club name, number, and event date.
- **If in error you deposit into the GoodLife Fitness** TD Canada Trust account immediately contact: Lisa Burrows (lburrows@goodlifefitness.com) AND accounting@goodlifefitness.com
- Final event deposits must be made by April 30 in order to count towards Top Fundraiser Awards
- If you run out of deposit slips, the **ROYAL BANK** can prepare one for you when you provide the following information:

Payable to the account of GoodLife Kids Foundation
Bank Number 003
Bank Transit 02722
Bank Account 109-386-3

Income Tax Receipting

Income tax receipts may only be issued from GoodLife Kids Foundation. For cash and cheque donations, this will occur after your event, once the funds and completed pledge forms are received. Please allow 8 weeks from your fund submission for income tax receipts to be issued. **PLEASE SEND COMPLETED PLEDGE FORMS WITHIN 2 WEEKS AFTER YOUR EVENT.**

What We Can Receipt:

- Cash/Cheque donations of \$20.00 or more – complete name and address of the donor are required in order to receipt

What We Cannot Receipt:

- Donations of prizes, auction items, services, food, beverages
- For the purchase of an auction or draw item, personal trainer services as result of a draw or auction as the donor has received something in exchange for their donation.
- Sponsorship contributions in which the sponsor receives a benefit such as recognition of their support.