

## **Spin4Kids Plus Participant FAQ's 2016**

### **General**

#### **What is *Spin4Kids Plus*?**

*Spin4Kids Plus* is a one day indoor fitness fundraising event, taking place at GoodLife Fitness clubs across Canada in support of [GoodLife Kids Foundation](#). Teams of 1 – 8 participate in one hour of fitness fun and raise a minimum \$1,000 (or \$125 per person) to provide opportunities for [Canadian kids to get active](#).

#### **What does the 'Plus' stand for in *Spin4Kids Plus*?**

*Spin4Kids Plus* represents the growth of *Spin4Kids*. Your *Spin4Kids Plus* event may feature indoor cycling only or include indoor cycling AND other 1 hour activities like Zumba or BodyCombat. No experience required – Everyone Welcome! Please check your [Event Location](#) for details about your local event.

#### **When is *Spin4Kids Plus* taking place?**

*Spin4Kids Plus* will take place across Canada on Saturday March 5, 2016

#### **Where is *Spin4Kids Plus* taking place?**

*Spin4Kids Plus* will take place in GoodLife Fitness Clubs and other locations across Canada. For a full list of locations please visit [spin4kids.com/eventlocations](http://spin4kids.com/eventlocations) and select your event

#### **Do I need to have any previous experience to participate?**

No. Experience is not necessary as this is a fun event. Participants are encouraged to go at their own pace.

#### **Who organizes *Spin4Kids Plus*?**

Local events are organized by local Associate volunteers from GoodLife Fitness.

#### **Is there a minimum age for participants?**

Yes. Participants must be at least 12 years of age.

#### **My company is interested in sponsoring *Spin4Kids Plus*. Who should I contact?**

Please contact Lisa Burrows at [lburrows@goodlifekids.com](mailto:lburrows@goodlifekids.com) or 519-661-0190 x 273

### **Registration**

#### **How do I participate in *Spin4Kids Plus* and where do I register?**

Register online at [spin4kids.com](http://spin4kids.com)

There are 3 ways for you to participate in *Spin4Kids Plus*:

- Be a Team Captain and gather together 8 friends/family/co-workers to fundraise and participate as a team
- Join a Team
- Our Free Agent Pool is a list of participants at each event that don't have a team to join. Free Agents have identified themselves during their online registration as willing to be 'drafted' by their Event Leader to a team in need of additional members
- Challenge yourself and take part as an All Day Participant

### **Do I have to register online?**

Yes, we ask all participants to register online. This helps us ensure there is a spot reserved for you at your event, is the easiest way for us to provide you with event information and is a requirement to earn incentives other than the participant t-shirt. As well you will have access to tools and tips to help you reach your fundraising goals.

### **How much does it cost to register for the event?**

There is no registration fee for this event. We do ask that all of our participants fundraise for GoodLife Kids Foundation and aim to reach the recommended fundraising goals

- Teams raise a minimum \$1000 (8 participants x \$125)
- Individuals raise a minimum of \$125
- Participants taking part for multiple hours are expected to raise a minimum \$125 per hour

### **Do participants get anything for registering to take part in the event?**

Yes, each participant will receive a *Spin4Kids Plus* t-shirt. Participants who register by January 29<sup>th</sup> 2016 will be able guaranteed their preferred size and style of shirt.

### **What is the time commitment for participants?**

Each participant will be expected to take part in at least one hour of the event. You may choose to do multiple hours or challenge yourself and commit to the entire day. Please connect with your Event Leader if you want to participate for more than one hour.

Participants taking part for more than one hour are expected to raise a minimum \$125 per hour. All Day Participants are expected to raise \$1,000.

### **I want to challenge myself by taking part for the entire day, how should I register online?**

If you plan to take part for the full length of your event please register yourself as an All Day Participant. By registering as an All Day Participant you will be eligible for the All Day Participant incentives.

### **I want to participate but I don't have a team; what do I do?**

You can either participate as an individual or your Event Leader can assist you in finding a team to join. Please register as an individual and select yes to the Free Agent question during step 4 (Questions) during the registration process. Your Event Leader will 'draft' you from our Free Agent Pool to a team in need of additional members.

### **What is the Free Agent Pool?**

Our Free Agent Pool is a list of participants at each event that don't have a team to join. Free Agents have identified themselves during their online registration as being willing to be 'drafted' by their Event Leader to a team in need of additional members.

**I registered as an individual; can I create or join a team later?**

Yes, you can join or create a team if you have registered as an individual.

To join an existing team

- 1- Under your Fundraising Hub select the My Team tab from the left navigation menu.
- 2- Select the Join Team sub tab
- 3- Search for a team to join by either the team name, or the Team Captain's first or last name.
- 4- Select the team name from the list of results
- 5- Click the Join this Team button

To Create a Team

- 1- Under your Fundraising Hub select the My Team tab from the left navigation menu.
- 2- Select the Create a Team sub tab
- 3- Enter Your Team Name, Team description, Team fundraising goal and event location your team will participate at
- 4- Click the Create Team button

**How do I know which event location to select?**

Each of our event locations is listed using the name of the GoodLife Fitness location or local facility such as a hotel in your city where the event will be held. There is sometimes confusion with our Toronto locations as many have similar names. If you aren't sure which location you should choose please call us at 519-661-0190 x 623 and we'll help you out.

**Can I change my selected event location after I register?**

Yes, you can change the location you'd like to participate at through your Fundraising Hub under My Profile.

- 1- Select the Edit user Survey Questions
- 2- Under 'Which Event Location will you/your Team be participating at' question select the location you want and select the submit button

**Who can I contact for help with registration?**

Please call Tara McGuire at 519-661-0190 x 623 for assistance in completing your registration.

**Website**

**How do I register online?**

To register for *Spin4Kids Plus* navigate to [spin4kids.com](http://spin4kids.com) and select the Sign Up link from any page. If you took part in our 2015 event please select 'I have an account'. You will be asked to provide your username and password to access your account (there are prompts available if you have forgotten this information).

If you did not take part in the 2015 event, or were not registered online in 2015 please select either 'I'm New' or 'Use Facebook'.

You will then be guided through the steps below

- 1- LOCATION- Select the Event Location where you will participate.
- 2- WAIVER- Review and accept the waiver- if you chose not to accept the waiver you will not be able to complete online registration or participate in the event.
- 3- TYPE-Chose to register as an Individual, Join a Team or Create a Team
  - a. As an Individual- you can select either Individual OR All Day Participant
  - b. Join a Team- search for the team you want to join either by Team Name or Team Captain's Name
  - c. Create a Team- Enter your Team Name, Team Description and Team Fundraising Goal (minimum \$1000) and select the location your Team will participate at.
- 4- ABOUT YOU- Complete the About You Form with your personal information, create your username and password
- 5- QUESTIONS- Here you can confirm your fundraising goal, make an optional donation to yourself, update your permissions and select the event you will be participating at. You will also have the option to 'Add Other People'. This means you can register your team mates to take part in the event
- 6- REGISTER- Double check your information and confirm your registration

At any stage of registration you can go back to update or change your information. Registration only takes a few minutes- your session will expire after 20 minutes and you will need to start over again.

#### **Why do I need to create a username and password?**

Your username and password are unique to you and will allow you to access your Fundraising Hub.

#### **I participated last year; will I be able to access my profile?**

Yes, you can access your profile from our 2015 event. Please select 'I have an account' during registration and enter your username and password. If you've forgotten them you can request that they be sent to you by email.

#### **Will the current site have my past donor's information and email addresses?**

Yes, if you registered online last year, you can sign up as a returning participant. This will allow you to access fundraising and donor info from the previous event.

#### **What is my Fundraising Hub?**

Your Fundraising Hub is your unique, online, customizable fundraising centre. It can be accessed by either individual or team participants immediately following online registration. It will be ready and waiting to be tailored to your preference. It contains tools for emailing friends and family, tracking donations, adding offline pledges, your team fundraising status and much more.

### **What is my Personal Page?**

It is an online webpage that your supporters will see when they search for you. It highlights an individual participant and their fundraising efforts. Participants are able to customize content and images on their Personal Page from the Fundraising Hub.

### **What is my Team Page?**

It is an online webpage that highlights a team and their fundraising efforts. Team Captains are able to customize content and images on their Team Page from their Fundraising Hub. Only the Team Captain has access to make changes to the Team Page.

### **Is there a limit to the number of emails that I can send through my Fundraising Hub to my friends, family and team mates?**

No, there is no limit to the number of emails that can be sent from the Fundraising Hub although, if you are sending to a large group we recommend sending to batches of 100 or less at a time.

### **Can I upload my address book from Outlook, Hotmail, Gmail or Yahoo?**

Yes, to upload your contact list select the 'get Sponsors' icon under your Fundraising Hub.

- 1- Click on the address book image (just above and to the right of the 'To' field). This will open the 'Add New Contact' window.
- 2- Select 'Import Contacts'
- 3- Select the email program you want to import from
- 4- Sign in to your email account
- 5- Select the contacts you want to import and click next
- 6- Your contacts will be imported
- 7- Select the contacts you want to send messages to or click the X to close the address book

### **What is the recommended file size for photos?**

For best results, we recommend uploading an image that is 1000 pixels wide and 270 pixels tall

### **Where can I load videos from?**

You can upload videos directly from YouTube

### **What is the Spin4Kids mobile app and how much does it cost?**

The Spin4Kids mobile app leverages the power of mobile technology to enable this year's participant to fundraise.

You can use this app to:

- Ask friends and family to donate to you
- Log in to your personal page
- Check your fundraising total
- Share with your friends on Facebook and Twitter
- Post updates on your message board

The mobile app can be downloaded FREE of charge from [iTunes](#) and [Google Play](#)

## **Teams**

### **I want to be a Team Captain, how do I create a team?**

To register as a Team Captain for *Spin4Kids Plus* navigate to [spin4kids.com](http://spin4kids.com) and select the Sign Up link from any page.

If you took part in our 2015 event please select 'I have an account'. You will be asked to provide your username and password to access your account (there are prompts available if you have forgotten this information).

If you did not take part in the 2015 event, or were not registered online in 2015 please select either 'I'm New' or 'Use Facebook'.

You will then be guided through the steps below. Step two is where you will select Team Captain as your type of registration.

- 1- LOCATION- Select the Event Location where you will participate
- 2- WAIVER- Review and accept the waiver- if you chose not to accept the waiver you will not be able to complete online registration or participate in the event.
- 3- TYPE- Create a Team- Enter your Team Name, Team Description and Team Fundraising Goal (minimum \$1000) and select the location your Team will participate at.
- 4- ABOUT YOU- Complete the About You Form with your personal information, create your username and password
- 5- QUESTIONS- Here you can confirm your fundraising goal, make an optional donation to yourself, update your permissions and select the event you will be participating at. You will also have the option to 'Add Other People'. This means you can register your team mates to take part in the event
- 6- REGISTER- Double check your information and confirm your registration

At any stage of registration you can go back to update or change your information. Registration only takes a few minutes- your session will expire after 20 minutes and you will need to start over again.

### **How do I join an existing team?**

To join an existing Team for *Spin4Kids Plus* navigate to [spin4kids.com](http://spin4kids.com) and select the Sign Up link from any page.

If you took part in our 2015 event please select 'I have an account'. You will be asked to provide your username and password to access your account (there are prompts available if you have forgotten this information).

If you did not take part in the 2015 event, or were not registered online in 2015 please select either 'I'm New' or 'Use Facebook'.

You will then be guided through the steps below. Step two is where you will select join a team as your type of registration.

- 1- LOCATION- Select the Event Location where you will participate
- 2- WAIVER- Review and accept the waiver- if you chose not to accept the waiver you will not be able to complete online registration or participate in the event.
- 3- TYPE-Chose Join a Team- search for the team you want to join either by Team Name or Team Captain's Name
- 4- ABOUT YOU- Complete the About You Form with your personal information, create your username and password
- 5- QUESTIONS- Here you can confirm your fundraising goal, make an optional donation to yourself, update your permissions and select the event you will be participating at. You will also have the option to 'Add Other People'. This means you can register your team mates to take part in the event
- 6- REGISTER- Double check your information and confirm your registration

At any stage of registration you can go back to update or change your information. Registration only takes a few minutes- your session will expire after 20 minutes and you will need to start over again.

#### **I registered as an individual, how do I join a team?**

Under your Fundraising Hub select the My Team tab from the left navigation menu.

1. Select the Join Team sub tab
2. Search for a team to join by either the team name, or the Team Captain's first or last name.
3. Select the team name from the list of results
4. Click the Join this team tab

#### **I registered as an individual, how do I create a team?**

Under your Fundraising Hub select the My Team tab from the left navigation menu.

1. Select the Create a Team sub tab
2. Enter Your Team Name, Team description, Team fundraising goal and event location your team will participate at
3. Select Create Team tab

#### **I registered as an individual but I will be taking part for multiple hours, what do I do?**

If you are taking part for multiple hours but not for the entire day please contact your Event Leader to schedule when you will take part.

If you plan to take part for the entire day you will need to register as an All Day Participant. If you've already completed your registration you will need to contact [tmcguire@goodlifekids.com](mailto:tmcguire@goodlifekids.com) or 519-661-0190 x 623 to have this changed.

**I joined the wrong team; how to I correct this?**

If you joined the wrong Team you please contact Tara McGuire at [tmcguire@goodlifekids.com](mailto:tmcguire@goodlifekids.com) or 519-661-0190 x 623 to have this corrected.

**How many people can be on each team?**

Teams can be made up of one to a maximum 8 members. If you have more than 8 members you should create additional teams as needed

**What if I don't have a full team?**

You do not need a full team of 8 to participate. If you would like to have a full team you can connect with your Event Leader to get help recruiting Free Agents to your team.

**Can I register the other members of my team?**

Yes, participants can register their team members but only during your own registration. This is done during Step 4-Questions by clicking on the "Add Other People" link on the bottom of the page.

Once you have registered your team members they will receive an email notification asking them to confirm their registration.

If your own registration process has been completed you will be unable to register your team mates.

**If I make a donation to my team, will I receive an income tax receipt?**

Yes, if you make a donation of \$20 or more to your team you will receive an income tax receipt. However, if you have made a personal donation online, it will be deducted from your overall fundraising total in order to determine which Fundraising Incentive Level you've achieved. This is a requirement of Canada Revenue Agency,

**Are there any incentives for teams?**

No, there are no incentives for team fundraising. We do have an incentive program for each individual fundraiser to encourage them to collect more toward your team total.

There is an incentive for Team Captains who's Team has registered online and has raised \$500 online by January 29<sup>th</sup> 2016, These Captains will receive a Team Captain technical top on event day.

**Does my team's fundraising total count towards individual incentives?**

No, only funds donated directly to an individual will count towards the individual fundraising incentives.

**What resources are available to participants?**

We have a Participant Guide that contains all the information needed to ensure your Team's success. The Participant Guide will be emailed to you in the welcome email you receive after registering online.



## **Team Captains**

### **What is the role of the Team Captain?**

Your role as a Team Captain is an important one. You have the ability to motivate your team members, get them excited about *Spin4Kids Plus* and tell them how they are making a positive change in the lives of Canadian kids.

You may be responsible for:

- Acting as a liaison for your Team with the Event Leader
- Recruiting a team of up to 8 people to participate for a minimum of one hour
- Have a vision/plan to help your team raise the suggested minimum \$1000
- Providing the team with the resources they need, staying organized and tracking team progress.
- Communicating with your team to ensure they receive all event information

### **How do I create a team online?**

To register as a Team Captain for *Spin4Kids Plus* navigate to [spin4kids.com](http://spin4kids.com) and select the Sign Up link from any page.

If you took part in our 2015 event please select 'I have an account'. You will be asked to provide your username and password to access your account (there are prompts available if you have forgotten this information).

If you did not take part in the 2015 event, or were not registered online in 2015 please select either 'I'm New' or 'Use Facebook'.

You will then be guided through the steps below. Step two is where you will select Team Captain as your type of registration.

- 1- LOCATION- Select the Event Location where your Team will participate
- 2- WAIVER- Review and accept the waiver- if you chose not to accept the waiver you will not be able to complete online registration or participate in the event.
- 3- TYPE- Create a Team- Enter your Team Name, Team Description and Team Fundraising Goal (minimum \$1000) and select the location your Team will participate at.
- 4- ABOUT YOU- Complete the About You Form with your personal information, create your username and password
- 5- QUESTIONS- Here you can confirm your fundraising goal, make an optional donation to yourself, update your permissions and select the event you will be participating at. You will also have the option to 'Add Other People'. This means you can register your team mates to take part in the event
- 6- REGISTER- Double check your information and confirm your registration

At any stage of registration you can go back to update or change your information. Registration only takes a few minutes- your session will expire after 20 minutes and you will need to start over again.

### **Can I register the other members of my team?**

Yes, participants can register their team members but only during your own registration. This is done during Step 4-Questions by clicking on the “Add Other People” link on the bottom of the page.

Once you have registered your team members they will receive an email notification asking them to confirm their registration.

If your own registration process has been completed you will be unable to register your team mates.

### **Are there incentives for Team Captains?**

Yes, Team Captains whose full team has registered online AND raised at least \$500 online (verified donations only) by January 29<sup>th</sup> will receive a *Spin4Kids Plus* long-sleeved technical top on event day.

### **What resources are available to Team Captains?**

The Team Captain Kit contains all the information needed to ensure your Team’s success. The Team Captain Kit is available directly through the Fundraising Hub of all Team Captains

## **Event**

### **What is *Spin4Kids Plus*?**

*Spin4Kids Plus* is a one day indoor fitness fundraising event, taking place at GoodLife Fitness clubs across Canada in support of [GoodLife Kids Foundation](#). Teams of 1 – 8 participate in one hour of fitness fun and raise a minimum \$1,000 (or \$125 per person) to provide opportunities for [Canadian kids to get active](#).

### **What does the ‘Plus’ stand for in *Spin4Kids Plus*?**

*Spin4Kids Plus* represents the growth of *Spin4Kids*. Your *Spin4Kids Plus* event may feature indoor cycling only or include indoor cycling AND other 1 hour activities like Zumba or BodyCombat. No experience required – Everyone Welcome! Please check your [Event Location](#) for details about your local event.

### **What type of activities will be part of *Spin4Kids Plus*?**

All of our events feature indoor cycling. Some will also include other one hour activities such as BodyPump, BodyJam, BodyAttack, BodyCombat, BodyFlow, Sh’Bam, Zumba, Newbody, BodyStep or BodyShred in any combination.

Please refer to the [location page](#) for your event to see what activities are being offered.

### **Who is my Event Leader and how can I contact them?**

Please refer to the location page under [Event Locations](#) for the event you will be taking part in to find details specific to your event including contact information for your Event Leader.

### **What time am I scheduled to participate at?**

Your Event Leader will either connect with you directly or with your Team Captain regarding the event schedule.

### **What should I wear?**

Secure shoes are key, either running shoes or cycling shoes for the cycling activities. For all fitness activities you should wear fitness attire or clothes you are comfortable moving around in. Participants are also encouraged to come in their most creative costumes.

### **What should I bring?**

- All cash, and cheque donations you have collected and completed pledge forms matching the cash and cheque donations you will turn in
- Water
- Enthusiasm and energy

### **Will there be food or water available at the event?**

Yes, most events are able to secure local sponsors to donate bottled water and light snacks. We do recommend bringing your own water bottle or snack.

### **What happens if my event is cancelled because of weather?**

If your event is cancelled due to weather your Event Leader will do their best to connect with Team Captains and individual participants to advise them of the cancellation. In some cases an alternate date may be set for your event. In the event of a cancellation or change in date you are responsible for turning in any cash, cheques and pledge forms to your Event Leader.

## **Donations**

### **Where does the money raised go?**

GoodLife Kids Foundation raises funds to support national, provincial and local programs that provide ongoing physical activity opportunities for kids and remove some of the barriers currently holding children back from living a healthy active life.

To date GoodLife Kids Foundation has impacted the lives of over 230,000 Canadian kids through physical activity opportunities. Our programs include:

The **GoodLife4Kids School Program** partners with local teachers to teach fitness skills in grade 4 classes at no cost to schools.

Our **Grant Program** provides funding for ongoing physical activity programs for children with special needs.

**Win 4 Kids Contest** is an annual contest where the public nominates a program in their community getting kids active. Ten Finalists are selected and then the public votes to determine how much of \$100,000 the program each Finalist will win.

GoodLife Fitness covers 100% of our administrative and operational expenses so that every dollar raised will make the biggest impact on Canadian kids.

### **What are the fundraising requirements?**

- Teams raise a minimum \$1000 (8 participants x \$125)
- Individuals raise a minimum of \$125
- Participants taking part for multiple hours are expected to raise a minimum \$125 per hour
- All Day Participants are to raise \$1,000

### **How do I fundraise?**

We've got some great ideas for you under our Fundraising tab <<insert link>>

### **Why should I fundraise online?**

- Incentives are awarded based on verified online donations and not on cash and cheque donations turned in on event day
- Easily connect with friends and family asking for support
- Your supporters may make a donation with a credit card
- Income tax receipts for donations of \$20 or more are issued via email immediately after a donation has been made
- All donations made to you will appear in both your individual total and your Team's total.
- Online donations mean you don't have to collect cash or cheques and your donors are thanked and receive an income tax receipt immediately

### **What are split Team donations?**

These are online donations made directly to a Team and not to a specific team member. The donation is divided equally between any team members registered at the time the donation was made. For example, a \$20 donation to a team with 4 members would be show as 4 x \$5 donations. The donor would receive one income tax receipt for the full donation amount.

### **Where do I find a pledge form for cash and cheque donations?**

You can download a pledge form by logging in to your fundraising hub. Go to My Fundraising and select Download Pledge Forms. Hit the send pledge form to me button and it will be sent automatically to your Email inbox.

### **Can I make a donation to support my own fundraising?**

Yes, all donations are welcome.

Please note that if you make a personal donation online the amount of your donation will be deducted from your online total in order to determine which [Fundraising Level](#) you've achieved for our Incentives. This is a requirement of Canada Revenue Agency.

### **Who should cheques be made out to?**

Cheques should be made out to GoodLife Kids Foundation.

However, if you would like the donation to count toward your online fundraising total which could increase the incentive level you achieve you can add your cash and cheque donation to your online fundraising using your personal credit card. To do this please take the following steps:

1. Ask your donor to make cheque out to you

2. Log into your Fundraising Hub select the My Fundraising Tab
3. Select Cash and Cheque Donations
4. Select either Donations from a friend, family member or company (may be receipted) or Donation from an event or cash lump sum (will not be receipted)
5. If you select Donations from Friends etc., complete the form provided using their contact information and mailing address.

By doing this, your supporter will immediately receive an email with their electronic income tax receipt. As well, the donation will be added to your online total and count towards reaching incentives.

### **Can I add the cash and cheque donations I've collected to my online total?**

Yes, participants can add any cash and cheque donations to their online fundraising total.

In your Fundraising Hub select the My Fundraising Tab

- 1- Select Cash and Cheque Donations
- 2- Select either Donations from a friend, family member or company (may be receipted) or Donation from an event or cash lump sum (will not be receipted)
  - a. If you select Donations from Friends etc., complete the form provided using their contact information and mailing address.
  - b. If you select Donation from an event or lump sum, please complete the form. Receipts will not be issued for this amount.

### **Can I pay in my offline donation online?**

Yes, you can pay in any cash and cheque donations you receive using your credit card. In your Fundraising Hub click on Cash and Cheque Donations and select the donation you wish to pay in from the list at the bottom of the page. Click "Pay" beside the donation and follow the payment steps. If you provide your donor's full contact information (first/last name, full mailing address with postal code and email address) and the donation is for \$20 or more, your donor will receive an electronic income tax receipt for their donation to their email address. If your donor is paying by cheque, ask them to make the cheque out to you to reimburse you for the credit card payment.

### **What is the difference between verified and unverified offline donations?**

Verified offline donations are donations and lump sum amounts that you have added to your fundraising total and chosen to 'Pay In' with a credit card. These will be included in your online fundraising total when calculating and awarding incentives.

Unverified offline donations are donations and lump sum amounts that you have added to your fundraising total but not chosen to 'Pay In'. They will show in your overall total but since funds have not been received by GoodLife Kids Foundation yet they cannot be included when calculating and awarding incentives. These funds need to be turned in on event day with a completed pledge form.

### **What do I do with the cash and cheque donations I collect?**

Please bring any cash and cheque donations and completed pledge forms with you on event day. These should be turned in when you check in at the event.

If you have entered any of your cash and cheque donations online please make sure these are clearly identified as having already been entered or receipted online.

**What types of donations are eligible to receive income tax receipts and when are receipts issued?**

All cash/cheque and credit card donations of \$20 or more are eligible to receive an income tax receipt. Donations made online will immediately be receipted and the donor will receive an electronic receipt by email. Cash and cheque donations will be receipted approximately 6-8 weeks after the event and will be sent to the donor either by email address if they have provided one or through Canada Post.

**My donor accidentally made an online donation to the wrong person, can this be corrected?**

Yes, please email the details (your name, your donors name and the donation amount) of the error and the correct information to Tara McGuire at [tmcguire@goodlifekids.com](mailto:tmcguire@goodlifekids.com)

**Does the Foundation accept Corporate Matching Gifts?**

Many companies offer a Corporate Matching Gift program – matching donations made by an employee to a charity. This offers you a great opportunity to boost your Corporate Team fundraising efforts.

As many Matching Gifts donations are not received by GoodLife Kids Foundation until after Spin4Kids Plus has taken place, please take the following steps to ensure we can add the donation amount to your fundraising total and include them for any incentive opportunities you may qualify for.

- Email Lisa Burrows at [lburrows@goodlifekids.com](mailto:lburrows@goodlifekids.com) and provide the following information
  - Your Name
  - Your company name
  - Your event location for Spin4Kids Plus
  - Amount of your donation
  - Amount anticipated from your company's Matching Gift program
- Provide the following GoodLife Kids Foundation details to your Matching Gift program as required
  - GoodLife Kids Foundation
  - 201 King Street
  - London ON N6A 1C9
  - Contact: Lisa Burrows, Executive Director
  - [lburrows@goodlifekids.com](mailto:lburrows@goodlifekids.com)
  - 519-661-0190 ext 273
  - Registered Charity #89126 2628 RR0001
- Cheques to be made payable to GoodLife Kids Foundation

For more information regarding Corporate Giving please contact Lisa Burrows at [lburrows@goodlifekids.com](mailto:lburrows@goodlifekids.com)

Cheques should be made payable to GoodLife Kids Foundation.

**Can I fundraise if I'm not able to take part on March 5th?**

Yes, you may still raise funds for GoodLife Kids Foundation if you can't take part in the event. Please ensure you connect with your Event Leader and let them know you will not need a space reserved for you on March 5th.

**If I make a donation to support my own fundraising will I receive an income tax receipt?**

Yes. All donations of \$20 or more are eligible for an income tax receipt.

However, if you've made a personal online donation, it will be deducted from your total in order to determine which [Fundraising Level](#) you've achieved for our Incentives . This is a requirement of Canada Revenue Agency.

**Incentives**

**Do participants get anything for registering to take part in the event?**

Yes, a souvenir T-shirt for all participants will be available at your event. **BONUS! Complete your Online registration** by January 29<sup>th</sup> 2016 and we will be able to guarantee their shirt size.

**Are there incentives for teams?**

No, there are no incentives for team fundraising. We do have an incentive program for each individual fundraiser to encourage them to collect more toward your team total.

**Are there incentives for Team Captains?**

Yes. Team Captains whose full team has registered online AND raises \$500 online (verified donations only) by January 29<sup>th</sup> 2016 will receive a *Spin4Kids Plus* long-sleeved technical top on event day.

**Are there incentives for All Day Participants?**

Yes. All Day Participants who have registered online as an All Day Participant AND have raised \$500 online (verified donations only) by January 29<sup>th</sup> 2016 will receive a *Spin4Kids Plus* long-sleeved technical top on event day.

**What are the incentives and incentive levels?**

Visit our [Incentive Page](#) for full details

**How do I qualify for incentives?**

To be eligible for the incentives the following is required:

- Incentives will be issued for donations you collect online only – cash/cheque donations turned in on event day will not be included for the incentive program
- All online donations must be received by March 14, 2016 – this gives you a few more days post event to continue to get sponsors and reach your desired fundraising level
- If you have made a personal donation to support your own fundraising efforts, it will be deducted from your total in order to determine which Fundraising Level you've achieved. This is a requirement of Canada Revenue Agency.

### **How do I collect my incentives?**

- All participants will receive a t-shirt on the day of the event.
- Participants qualifying for a technical shirt will receive their shirt on event day.
- Individual fundraisers who qualify for Sport Chek gift cards will be notified via email after March 14<sup>th</sup>
- and asked to verify the information we have on file for them (email and mailing address) are correct before incentives will be sent out. These incentives will be sent out by Canada Post by the end of March 2016.

### **Can I donate my incentives back to GLKF?**

No, unfortunately this is not an option at this time.

### **Who can I contact with questions about incentives?**

If you have questions about incentives please email Tara McGuire at [tmcguire@goodlifekids.com](mailto:tmcguire@goodlifekids.com)

### **How can I become an event sponsor?**

Please contact Lisa Burrows at [lburrows@goodlifekids.com](mailto:lburrows@goodlifekids.com) or 519-661-0190 x 273

## **Income Tax Receipts**

### **What types of donations are eligible to receive an income tax receipt?**

All financial donations of \$20 or more are eligible to receive an income tax receipt. These are paid by cash, cheque or online by credit card.

### **If I make a donation to myself or my team will I receive an income tax receipt?**

Yes, all donations of \$20 or more are eligible to receive an income tax receipt.

### **When are income tax receipts sent out?**

Donations made online will immediately receive an electronic receipt by email. Cash and cheque donations will be receipted approximately 6-8 weeks after the event and will be sent out by email if an email address is provided or through Canada Post.

### **I can't open my electronic income tax receipt.**

Electronic income tax receipts are sent in PDF format. If you currently do not have Adobe Reader on your computer you will not be able to open the attachment. You can download Adobe [here](#).

For a replacement income tax receipt, requests for reprints, and/or corrections please contact [donations@goodlifekids.com](mailto:donations@goodlifekids.com)

### **What do I do if my income tax receipt contains an error?**

If your income tax receipt contains an error please email [donations@goodlifekids.com](mailto:donations@goodlifekids.com)



**Who do I contact if I haven't received my income tax receipt?**

If you haven't received an income tax receipt, either electronically or through Canada Post, please email [donations@goodlifekids.com](mailto:donations@goodlifekids.com)

**What do I do if I've lost my income tax receipt?**

If you've misplaced your income tax receipt, either electronic or hard copy, please email [donations@goodlifekids.com](mailto:donations@goodlifekids.com)

**How long is the income tax receipt valid for?**

According to CRA guidelines, you have up to 5 years from the donation date to include this on your tax return.

**About GoodLife Kids Foundation (GLKF)****What is GLKF?**

GoodLife Kids Foundation raises funds to support national, provincial and local programs that provide ongoing physical activity opportunities for kids and remove some of the barriers currently holding children back from living a healthy active life.

To date GoodLife Kids Foundation has impacted the lives of over 235,000 Canadian kids through physical activity opportunities. Our programs include:

The **GoodLife4Kids School Program** partners with local teachers to teach fitness skills in grade 4 classes at no cost to schools.

Our **Grant Program** provides funding for ongoing physical activity programs for children with special needs.

**Win 4 Kids Contest** is an annual contest where the public nominates a program in their community getting kids active. Ten Finalists are selected and then the public votes to determine how much of \$100,000 the program each Finalist will win.

To learn more visit [goodlifekids.com](http://goodlifekids.com)

**Find us on Social Media:**

[Facebook.com/GoodLifeKids](https://www.facebook.com/GoodLifeKids)

[@GoodLifeKids](https://www.instagram.com/GoodLifeKids)

#Spin4Kids

**Is GLKF a registered charity?**

Yes, our registered charitable number is #89126 2628 RR0001

**Where can I learn more about GLKF?**

You can learn more about GLKF by visiting the [About GoodLife Kids Foundation Page](#) or by visiting the Foundation website at [goodlifekids.com](http://goodlifekids.com)

**How can I get more involved with GLKF?**

To learn more about how you can get involved with GLKF please email us at [info@goodlifekids.com](mailto:info@goodlifekids.com)