



## Pet Valu Walk for Dog Guides Tip Sheet for Remitting Funds & Donation and Incentive Forms



### PLEASE READ CAREFULLY

Below is a step-by-step guide for remitting your Pet Valu Walk for Dog Guides proceeds and paperwork.

Please complete all the following steps and return all documentation to Lions Foundation of Canada Dog Guides (LFCDG) within two business days of your walk.

If you have any questions or need help, please contact Sara Bawar, National Event Coordinator at 905-842-2891, or 1-800-768-3030 ext 226 or email [sbawar@dogguides.com](mailto:sbawar@dogguides.com).

### 1. Remit Funds

- ☐ Deposit all funds (**cheques & cash**) at your local Bank of Montreal as soon as possible after the walk has been completed. Here is the banking information: Banking information: **Transit 2382, Account #1034-912**
- ☐ Obtain a stamped deposit slip from the bank for your deposit
- ☐ If any money is collected after the initial deposit, a subsequent deposit can be made
- ☐ Make a copy of the deposit slip(s) to keep for your records
- ☐ Return the original deposit slip(s) to LFCDG
- ☐ **Do not** submit donation forms to the Bank of Montreal

If there isn't a Bank of Montreal branch in your area, and you have collected cash, **do not send cash through mail/courier.**

- ☐ Remit cash portion on a personal cheque, money order or club cheque
- ☐ Send all cheques totaling the amount of funds raised to LFCDG

### 2. Complete Summary of Funds Collected Sheet

- ☐ Ensure that donation forms and bank deposit slips are grouped together by date of deposit.

### 3. Review Incentive Prize Forms

- ☐ Make sure all eligible walkers have completed this form both online and offline donations
- ☐ Make sure all forms are legible

### 4. Assemble package to be sent to LFCDG

A Purolator envelope and waybill have been included with your walk organizer kit. Please submit:

- ☐ Original deposit slips (don't forget to keep a copy for your records)
- ☐ Cheques written to LFCDG if you don't live near a Bank of Montreal
- ☐ Completed Summary of Funds Collected Sheet
- ☐ Completed Incentive Prize Forms

- Do not send back unused walk supplies.
- **Never send cash by courier or mail.**

## 5. Send package to LFCDG

- ☐ Contact Purolator to schedule pick up. The phone number to call is on the waybill
- ☐ Write your address in the Sender's field
- ☐ Once the package has been picked up, contact Anna Harris with the pick-up date and waybill number for tracking purposes.

## PLEASE NOTE:

### Tax Receipts

Lions Foundation of Canada Dog Guides will issue tax receipts for donations of \$20 or more, providing completed donation forms are received in a timely manner, the address is **legible** and complete with postal code

### Use of Pet Valu Walk for Dog Guides Funds

- 100% of all funds raised from the Pet Valu Walk for Dog Guides go directly to the training and placement of Dog Guides
- Expenses related to organizing a walk cannot be deducted
- Walk donations **cannot be used** to sponsor Dog Guide teams or for the purchase of Club awards i.e. Memberships, Fellowships, Judge Brian Stevenson, etc

