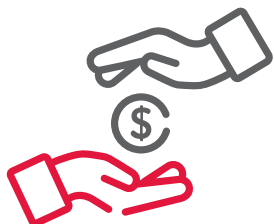


# HOW TO SUBMIT YOUR OFFLINE DONATIONS



## WHAT ARE SOME EXAMPLES OF OFFLINE DONATIONS?

- Proceeds from an event/fundraiser (Ex. virtual yoga session, auction, etc.)
- Donations collected **offline** from your friends, colleagues and family members

## SUBMIT OFFLINE DONATIONS THROUGH THE LIGHT THE NIGHT WEBSITE

This is the fastest and most cost / time effective method for you and the LLSC. You will not only help us save on administrative fees but your fundraising efforts will be reflected on your online fundraising page instantly!

- 1 Go to [www.lightthenight.ca](http://www.lightthenight.ca)
- 2 **Log into** your account
- 3 Go to the **Fundraising Tab** and click on **Manage Cash or Cheque**
- 4 Select the option that best fits your scenario:
  - OPTION A - **Enter 1-by-1 each donor** that requires a tax receipt. All mandatory fields must be filled
  - OPTION B - Enter your Event/Fundraiser **total** (Lump Sum) of multiple offline donations that **do NOT require a tax receipt**
- 5 Enter as many donations as necessary
- 6 Check the boxes of all the donations you are paying for, and click 'pay'
- 7 Enter your credit card information and submit!
  - Donors entered individually (if applicable), will be e-receipted automatically.
  - Don't know your donor's email? You may use your own. Tax receipts will be sent to your email. You can then print and distribute them or simply forward them to your donors.

## REMEMBER!

- ! A tax receipt can be issued only in the name of the individual or organization that actually gave the gift.
- ! Proceeds from an event are not subject to a tax receipt.

**Only donations that have been paid for will be considered in your fundraising total.**