Submitting Your Funds

A Form for Treasurers

Thank you for all of your incredible support. Please have your group's treasurer complete this form every time you submit funds. It tells us how the funds were raised, how much was raised from each method, and which donations require a tax receipt. We've provided some tips about how to fill out the form, but don't hesitate to call us if you have any questions.

Fundraising Information	Contact Information
Event Name: Type of Event (check all that apply): ❑ Ongoing ❑ Annual ❑ One-time	Group Name: Group ID#:
Event Date & Time:	Mailing Address: City/Town: Prov./Terr.: Postal Code:
Treasurer Name:	Treasurer Email:
Treasurer Signature: **x** _____	Treasurer Phone:

Source of Funds	Description	Amount	Tax Receipts?
Example: Ticket Sales	100% of ticket sales **or** partial proceeds from ticket sales	$500	No
	Total amount enclosed:		

☐ My initials in this box signify that I am the agent submitting funds on behalf of other donors.

Should SLF expect any more funds from this event? ❑ Y ❑ N

This form is also available online at ***www.stephenlewisfoundation.org/grandmothers-resources***

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