



school report

cdo.org | winter 2020

SCHOOL NAME

SCHOOL CITY/TOWN

SCHOOL PROVINCE

ORGANIZER NAME

ORGANIZER EMAIL

ORGANIZER PHONE



school cheque

Total of all cash donations submitted to or raised by school during CDOY

\$

Action: Write one (1) school cheque for this amount (payable to 'Coldest Day of the Year') and submit.



donor cheques

Total of all donor cheques submitted and payable to 'Coldest Day of the Year'

\$

Action: Submit all cheques payable to CDOY or 'Coldest Day of the Year' along with their pledge forms - highlight any uncollected pledges.



raised online

Total of all fundraising paid directly online

\$

Action: No action required!



grand total

Total of all three above

\$

Action: Finalize - submit all pledge sheets, all cheques, and one (1) school cheque (representing cash donations) and include in school bundle.

event day money management

On event day, please collect and process all student/teacher/other pledge forms, waivers, cash, and cheques. Be sure to:

- **Review** each pledge form to ensure student name, school, & class is recorded
- **Count** and confirm that \$\$ + cheque total on pledge sheet balances
- **Ensure** all cheques are payable to CDOY or Coldest Day of the Year
- **Check** cash/cheque for each donation on each row on each pledge form
- **Highlight** any uncollected pledges
- **Keep** all submitted waivers on file

post-event checklist

Within a week of your event, please send the following to us:

- **School Report:** Complete and send us this form
- **School Cheque:** Submit a school cheque for all cash donations fundraised
- **Donor Cheques:** Submit all donor cheques made payable to CDOY from any parents, teachers, or other supporters
- **Pledge Forms:** Carefully gather + submit all pledge forms
- **Waivers:** Please keep on file until CDOY 2021



mail all it to:

Blue Sea Foundation, attn: CDOY
260-659 King St. E. Kitchener, ON, N2G 2M4