



# pledge form

february 20, 2021 | cnoy.org

event location

walker name

team name

donor name	address	city	prov	postal	email	amount
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

### please print clearly!

- donor's **full address (with postal code)** required to issue tax receipts
- only donations of **\$20 or more** will be receipted
- payable to **coldest night of the year** with team/walker on memo line

**total on page**

this page is #

# tips + tricks

## pledge form checklist

- **Gather** all your cash and cheque donations in zip-lock bags
- **Compare** to your pledge form to ensure everything matches
- **Highlight** any uncollected pledges on your sheet
- **Fill in** missing addresses, postal codes, and emails

## if you have cheques

- **Examine** to make sure they are all signed and not post-dated
- **Payable** to *Coldest Night of the Year*, your name on memo line
- **Mail** to CNOY Head Office with your completed pledge form

## if you have cash

- **Option A:** Login to Fundhub, click “Enter \$\$ and Cheques” and enter your cash donations online. You may then pay them off with your credit card, and keep the cash.
- **Option B:** Write a cheque (payable to *Coldest Night of the Year*) for the total amount of collected cash. Mail to CNOY Head Office with your completed pledge form, and keep the cash.



## head office

**Coldest Night of the Year**  
c/o Blue Sea Foundation  
260-659 King Street E.  
Kitchener, ON  
Canada, N2G 2M4



## need help?

We have real, friendly people who can help you out by phone, email, or social media:  
[cnoy.org/contact](https://cnoy.org/contact)



## email is important

Make sure you get your donor's email address (if they have one). Email addresses are used exclusively to send tax receipts, and help CNOY do the most with its time and resources.



## don't mail cash

Never send cash through the mail! You can enter the pledge online and pay using your credit card, or write a personal cheque (and keep the cash amount).

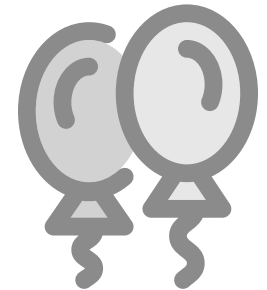


## receipts = \$20+ & full address

Only donations of \$20 or more will receive a tax receipt, and we can only issue receipts where the donor's full address (including postal code) is provided.

## it's easier with fundhub!

**Did you know** you can login to Fundhub, easily pay off your pledges online, and see it reflected instantly on your page thermometer? Your donors get emailed tax receipts instantly, you save paper and time, CNOY saves on admin costs, and we're all covid-safe. **So many wins!**



- **Register** for Fundhub at [cnoy.org/register](https://cnoy.org/register)
- **Login** to Fundhub and select *Enter \$\$ or Cheques* from left-side menu
- **Add** each pledged donation using the form
- **Pay off** your listed pledges by credit card after clicking the *Pay* button
- **Presto!** Your donors automatically receive email tax receipts, and the total amount appears on your scoreboard. Do this as many times as you like!