

# 2021 Terry Fox School Post Event Report

**Instructions:** Upon completion of your event, send this form, with any cheques and pledge sheets you may have collected, to your Provincial Office (listed below). If your school fundraised online only, you do not need to send in this form.

School Name:

SITE #:

Event Organizer(s) :

Office Use:

Address:

City, Province:

Postal Code:

Telephone:

Email(s):

## Our School Event Summary

FUNDRAISING SUMMARY		FUNDS BREAKDOWN	
Fundraising Activities	\$ _____	School Cheque	\$ _____
Merchandise Sales	\$ _____	Donor Cheque(s)	\$ _____
		Other	\$ _____
<b>Fundraising Subtotal</b>	<b>\$ _____</b>	<b>Total Submitted</b>	<b>\$ _____</b>
<b>These totals must match</b>			
Online Donations	\$ _____		
<b>GRAND TOTAL</b>	<b>\$ _____</b>	Total # of participants:	_____

**Additional Comments/Suggestions** \_\_\_\_\_

## The Terry Fox Foundation Provincial Offices

For more information, contact 1 888 836-9786

### BC / Yukon

160 – 8960 University High Street  
Burnaby, British Columbia V5A 4Y6  
bcschool@terryfoxrun.org

### Manitoba

Unit A – 1214 Chevrier Boulevard  
Winnipeg, MB R3T 1Y3  
breanne.nemez@terryfoxrun.org

### New Brunswick / PEI

Suite 103, 3600 Kempt Road  
Halifax, NS B3K 4X8  
ashley.blenkhorn@terryfoxrun.org

### Alberta / NWT / Nunavut

16A, 6120 2 Street SE  
Calgary, AB T2H 2L8  
oscar.andrade@terryfoxrun.org

### Ontario

200 – 250 Ferrand Drive  
Toronto ON M3C 3G8  
onschool@terryfoxrun.org

### Nova Scotia

Suite 103, 3600 Kempt Road  
Halifax, NS B3K 4X8  
ashley.blenkhorn@terryfoxrun.org

### Saskatchewan

2745 Elphinstone Street  
Regina, SK S4S 6Y5  
wynter.philip@terryfoxrun.org

### Quebec

Suite 207, 10 Churchill Boulevard  
Greenfield Park, QC J4V 2L7  
qc@terryfoxrun.org

### Newfoundland and Labrador

Suite 204, 90 O'Leary Ave  
St. John's, NL A1B 2C7  
nl@terryfoxrun.org



**THE TERRY FOX  
FOUNDATION**

**2021 Terry Fox School Run  
Submitting School Donations -  
Frequently Asked Questions**

**1. How do we send you our school cheque now that we have completed our event?**

Please mail your school cheque(s) to your Terry Fox Foundation Provincial office listed on page two of this document.

**2. Do I need to include any paperwork with my school funds?**

Yes, if possible please include the "Post Run Event Report" included in your toolkit or download the form from our resources @terryfoxschoolrun.org.

**3. Who should the cheque be made payable to?**

Please make cheques payable to "Terry Fox Foundation", "Terry Fox School Run".

**4. What do I do with personal cheques from donors made payable to our school?**

Deposit these cheques into your school bank account and issue a school cheque made payable to us for the full amount. Send the school cheque to the address noted above (see #2). Please note, we are also able to accept personal cheques from donors that are made out to us.

**5. What do I do with cash donations received at our school?**

Please do not send cash/coin in the mail or by courier to us. Please count the cash, deposit the full amount into your school bank account, and mail a cheque to the address noted above (see #2).

**6. What do I do with pledge sheets that I have received?**

Send in all pledge sheets that were returned to you by students/teachers. We receipt directly from pledge sheets only. Any donation of \$20.00 or more with complete donor name and address will be automatically issued a receipt. If a donor requires a receipt for a donation less than \$20.00, please make a note on the pledge sheet beside the donor information.

**7. How do I submit funds for purchased merchandise?**

Funds may be sent to us in a combined school cheque of donations and merchandise payment, or in separate school/donation cheques. Please record money received for merchandise on the "Post Run Event Report" included in your kit. Donations cannot be used as payment for merchandise.