

USE SCHOOLCASH ONLINE TO COLLECT DONATIONS AND TSHIRT ORDERS!

If your school uses “SchoolCash Online” to collect Terry Fox School Run donations or t-shirt orders, then this special announcement is for you!

The SchoolCash Online team has made templates for you to use and quickly set up Terry Fox donation and t-shirt ordering catalog items for your school community.

COLLECTING TERRY FOX RUN DONATIONS FROM YOUR SCHOOL COMMUNITY

Donations made online to your school @terryfoxschoolrun.org will be attributed directly to your school’s fundraising total. Donors are emailed their receipts at time of donation.

1. Go to your SchoolCash catalog and select “Browse Templates.”
2. Find the appropriate template depending on the language spoken at your school.
3. Select the item “Terry Fox Donation” from the list and click “Create.”
4. Go to terryfoxschoolrun.org and click “Find A School” from the menu. Search for your school name and select your school/city. Click your school page and copy your school’s Terry Fox donation link and paste into the SchoolCash Online item.
5. Save the newly created item and attach all of your school’s students to it in order to ensure the parents/guardians receive a notification and reminders.

COLLECTING TERRY FOX RUN T-SHIRT ORDERS FROM YOUR SCHOOL COMMUNITY

1. Go to your SchoolCash catalog and select “Browse Templates.”
2. Find the appropriate template depending on the language spoken at your school.
3. Select the item “Terry Fox Run T-Shirt” from the list and click “Create.”
4. In the newly created item in your catalog, find the Option by the name English T-Shirt/T-Shirt Anglais and/or French T-Shirt/T-Shirt Français and set the shirt cost to be charged. Prices below are Terry Fox Foundation prices. NOTE – SchoolCash Online admin fee is not included so please increase figures below to include the admin fees as needed. The prices displayed below indicate the total cost of each shirt that must be paid to the Terry Fox Foundation. There is no tax and shipping to your school is free.
 - Youth shirts sizes 6x,8, 10 - \$25.00
 - Adult shirts (sizes S,M,L, XL, XXL) - \$30.00
5. Save the newly created item and attach all of your school’s students to it in order to ensure the parents/guardians receive a notification and reminders.

HOW TO PLACE YOUR TERRY FOX RUN T-SHIRT ORDER

1. Once you have received all of your t-shirt orders, run the “Item Option Report” and select the corresponding item for your preferred language to see total quantities ordered.
2. Go to shop.terryfoxschool.org and enter your bulk order to be shipped directly to your school. Please allow up to 4 business days for shipping by Purolator. Areas that are more remote and require Canada Post should allow for a longer shipping period.
3. Payment can be made by credit card at time of purchase or by selecting school invoice and sending a cheque for purchases at a later date.

