If you have collected cash, cheques or funds from "Schoolcash Online" and would like to donate them as a lump sum amount to your school's online fundraising page, please follow these instructions:

1. Go to the online fundraising page that we have created for you. If you do not have the link, you can find your school page by searching for the school here. **Be sure to select the correct school name in the correct city.**

2. Once you have located your school fundraising page, click **Donate**.
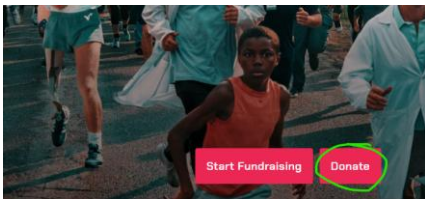
3. Click "**Donate to this school**"
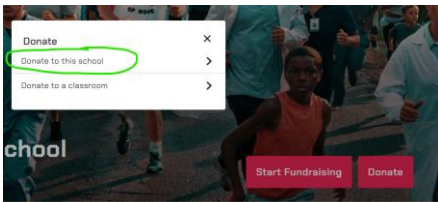
4. On the donation page, begin by entering the exact amount of your lump sum donation.

5. In the "General Information" section, enter only the email that you would like to have the transaction record of this donation sent to. All of the other fields can be left blank and then just click "**Proceed**" to move to the next section.

6. Select **Credit Card** as your payment method and enter the credit card number, expiration date and security code.

7. Check the box for "**This payment is on behalf of a school, organization, or company.**

> **Billing address**
>
> ☑ This payment is on behalf of a school, organization, or company

8. Enter the **name of your school** and check the box to confirm it is a lump sum of funds collected from your school.

> Name of school, organization, or company *
>
> School name here
>
> ☑ Yes, this is a lump sum of funds collected from our school
>
> Title

9. Proceed with entering the name and address of the cardholder. Be sure to enter the information exactly as it appears on your credit card statements.

10. You do not need to enter anything for the tax receipt in this field below as your school will not be issued one for this lump sum donation. You will however be emailed a transaction record of the donation.

> **Tax receipt information**
>
> Tax receipt should be issued to:
>
> Myself ▾

11. Click **Complete**