

Collecting Funds

There are a number of ways that your friends, family and colleagues can make a donation towards your event. Listed below are options to help you collect and send in the funds you raised quickly, so the funds can be put to work without delay for the benefit of people with Down syndrome.

1. **Credit Card:** If your donor would like to make a donation using a credit card, they can do that securely by following the prompts on your Scrapheap fundraising page, and a receipt will be sent to them automatically by email. You can also use the Credit Card donation slips that are in your pack.
2. **Cash:** If your donor would like to make a cash donation, they give you the cash, and fill out their details on the sponsorship form if they want a receipt. You then deposit all cash directly into the Down Syndrome NSW account over the counter at any branch of the Commonwealth Bank or via your online banking account, using the details below.

Account Name: Down Syndrome Association of NSW
BSB: 062 315 Account Number: 00 901 136

Reference (for EFT): [your surname & phone number]
(Please phone 02 9841 4444 or email admin@dsansw.org.au to let us know when you are depositing funds so we can identify the amounts on our bank statement).

You also need to send in the completed sponsorship forms so receipts can be issued to those who have requested one.

Note: Please do not mail cash

3. **Cheque:** If your donor would like to make a donation by cheque, they will need to make the cheque out to Down Syndrome NSW and fill out their details on the sponsorship form if they would like a receipt. All cheques and the completed sponsorship forms need to be sent to Down Syndrome NSW by post for processing.

Down Syndrome NSW
PO Box 3173
North Parramatta NSW 1750

Note: Offline donations can be entered on to your fundraising page once all paperwork has been received by Down Syndrome NSW. We will provide instructions on how to do this via email.



Scrapheap Adventure Ride 2016



Title _____ First name _____ Surname _____

Address: _____ State _____ Postcode _____

Phone _____ Email _____

Rider/Team Name: _____ Item: _____

Donation Amount \$ _____ Payment Method: Visa MasterCard Cash Cheque

Credit Card Number - - -

Name on Card _____ Expiry Date /

Card Signature _____

Donations over \$2 are tax deductible. Once funds have been received by Down Syndrome NSW a tax receipt will issued. Donations may be entered on to your Rider/Team's online fundraising page, please tick here is you wish for your donation to be anonymous

✂



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Down Syndrome
New South Wales

SPONSORSHIP FORM

Valid: 31/03/2016 – 31/12/2016

Fundraiser's Name / Team Name:



All donations listed below will be entered on to the fundraiser's online fundraising page- please tick if you wish for your donation to be anonymous.

Name (Title, First name, Surname or Company Name)	Address	Phone Number OR Email	Amount	Cash	Cheque	Anonymous

Note: All donations over \$2 are tax deductible. A tax receipt will be sent to each individual who has filled in their details above once funds have been received by Down Syndrome NSW.
All donations listed below will be entered on to the fundraiser's online fundraising page- please tick if you wish for your donation to be anonymous.