

HOW TO COLLECT DONATIONS

for your Canada Africa Partnership Ride



This guide outlines the main ways people can donate to you in the Canada Africa Partnership Ride, so your donors can support you in the way that works best for them:

1 Through the Online Fundraising Platform

First, finding your page:

1. Find and send your personal fundraising page directly to your supporters:
 - When you registered for the ride, you received a link to your own personal fundraising page in your email.
 - You can also find your personal link in your fundraising hub (login through www.canadaafricapartnershipride.ca/login) under the 'Participant Page' tab (see below).

Click on "Participant Page" and then on the SHARE button to copy the link to your personal page

2. Donors can also find your personal fundraising page from the event website:
 - Ask supporters to go to www.canadaafricapartnershipride.ca/partners and select the partner you're riding for.
 - From the partner's page on the event website, supporters will select "Sponsor a Rider SPONSOR NOW".
 - This will take them to your team's page on the fundraising platform where they can see a list of all the members on your team, select your name, and make a donation to you.

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Second, making the donation:

1. Once on your page, supporters can read your message to learn more about why you're supporting the cause, then hit Donate!



\$0 raised

\$500

Help me reach my fundraising goal!

Donate

Share

Support Claire HollowayWadhvani

We're riding once again!

Please sponsor our family as we ride 20km around the countryside of Port Hope in support of amazing community-led projects in Africa.

It has been a tremendously difficult year for many of CAP Network's partners and the challenge is to make sure that gains made in advancing education, investing in livelihoods, and ensuring that no one is left behind aren't lost to the challenges of COVID in their communities.

Let's help make sure they have the financial resources they need!

Thank you in advance :)

From your personal fundraising page, your supporters can easily click the orange DONATE button

2. Supporters will be prompted to indicate the amount of their donation and fill out their personal information (this is for tax receipt purposes). Donations can be made using VISA and MASTERCARD.

3. Once complete, your donor will receive a tax receipt automatically in their email inbox from the CAP Network (only donors with a Canadian address are eligible to receive a tax receipt). If the donor has any issues accessing their tax receipt, please direct them to claire@capnetwork.ca or katie@capnetwork.ca.

4. Their donation will appear on your personal page contributing to your fundraising goal. The funds will be channeled towards the cause you are supporting.

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2 By Interac E-Transfer or Electronic Funds Transfer (EFT)

1. If a donor would like to send the funds by Interac E-Transfer, please ask them to transfer to claire@capnetwork.ca and list the name of the rider and/or they are sponsoring in the memo line.
2. If a donor would like to send the funds by Electronic Funds Transfer, please ask them to send the funds to our bank account from their bank using the following information:

Account Holder's Name: CAP Network
Account Holder's Address: 3 Durham St., Port Hope, ON L1A 1G6
Contact Name: Claire Holloway Wadhvani
Bank Number: 004
Branch Number: 11442
Account Number: 5209201


Use the downloadable pledge form to keep track of your cash and cheque donations. You can also enter these on your dashboard so they reflect on your page.

3 By Cash or Cheque

1. Donors may prefer to sponsor by cash or cheque. Cheques should be made out to CAP Network with the partner you're supporting in the memo line. Either you collect these donations and mail them to CAP Network, or your donor can mail directly to the following address:

CAP Network
c/o 3 Durham St.
Port Hope, ON
L1A 1G6

2. To track these donations and provide these donors with tax receipts, please complete the pledge collection form (you can download this form from www.canadaafricapartnershipride.ca under "Quick Links" at the bottom of the home page) and mail it in or scan and submit it to claire@capnetwork.ca.



Pledge Collection Form

Fundraiser's Information			
Last Name:	First Name:	Home Phone:	Cell Phone:
Address:	City, Province/State:	Postal Code/Zip Code:	Email:

Please make all cheques payable to CAP Network
(If you are raising funds for another participating organization, funds will be allocated accordingly).
Full address information is required for issuing of Tax Receipts. Charitable Registration No. 88898 7500 RR0001

Pledge #1	Complete Mailing Address:		
Name:	Donation Amount:	Cash or Cheque?	Entered in Online System?
Pledge #2			
Name:	Complete Mailing Address:		
Name:	Donation Amount:	Cash or Cheque?	Entered in Online System?
Pledge #3			
Name:	Complete Mailing Address:		
Name:	Donation Amount:	Cash or Cheque?	Entered in Online System?
Pledge #4			
Name:	Complete Mailing Address:		
Name:	Donation Amount:	Cash or Cheque?	Entered in Online System?
Pledge #5			
Name:	Complete Mailing Address:		
Name:	Donation Amount:	Cash or Cheque?	Entered in Online System?

Page ___ of ___ Total Donations Collected (this page): 5

For the 2021 CAP Virtual Ride – please enter your pledges online and mail cheques to:
c/o 3 Durham St., Port Hope ON L1A 1G6

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4 Facebook Fundraiser

Setting up a Facebook fundraiser is a great way to engage your Facebook community to support your fundraising efforts. To set up a Facebook fundraiser:

1. From your Facebook home page, select 'Fundraisers' from under the Explore tab on the left hand side. Select "Raise money for a charity" and search for "CAP Network Inc"
2. Set your fundraising goal and a date limit, name the fundraiser, write a description to tell your community what you are raising money for (including, in this case, that you're fundraising for a particular cause through the Canada Africa Partnership Ride Bikeathon) and finally select a photo! You can invite your Facebook friends and write to people directly in the fundraising 'event'.
3. Your Facebook fundraiser is not directly integrated with your online fundraising platform. You will have to ask your donors for their address and email and forward this information to CAP Network in order for a tax receipt to be issued.

Donations made by e-transfer, EFT, cash, cheque or through Facebook will not appear automatically on your fundraising page. Should you wish to have these contributions reflected in your online fundraising tally, you can enter them manually from your dashboard.

Add donation

Donation amount: *
\$0.00

Title
Select a ▾

First name *
Middle name
Last name

Home Work

Address *

City/Town *
Province/State *
Postal/Zip Code *

Country *
CANADA

1) Click on Cash and Checks
2) Click the ADD DONATION button
3) Enter your donor's information