



## UPSTREAM CHALLENGE DONATION INFORMATION

The Upstream Foundation is a not-for profit foundation and all costs associated with the event are covered by Upstream Print Solutions and its partners, allowing 100% of donations to be passed on to specific projects. All donations over \$2 are tax deductible.

### Commitment:

By participating in the Upstream 50km Challenge, each participant agrees to raise a minimum of \$200 to go to their nominated beneficiary. A \$50 donation is required during registration and goes towards the \$200 minimum. All donations are due back by the 29<sup>th</sup> November 2013.

### Sponsorship:

You can view your sponsorship on the website under 'Team Pages' or by signing in. (Please note, it will only include sponsorship made via creditcard online.)

Once signed in on the website you can also send out emails requesting sponsorship from friends and family.

### Donation Methods:

Donations can be made via credit card online (preferred), cash, EFT, cheque or money order.

### Receipt Books:

Receipt books are issued on a request basis only. If you plan to collect donations via cash, EFT or cheque you will require a receipt book. Please take care of the receipt books. By law, **ALL** receipt books must be returned, even if they have not been used. Contact the foundation ([Sharon@upstreamfoundation.org](mailto:Sharon@upstreamfoundation.org)) to request a receipt book.

You should only issue receipts for donations over \$2 made via cash, EFT or cheque and only after the donation has been made. Donations made online are issued receipts via automated email.

You must return your receipt books to the Upstream Foundation, together with the donations received, no later than 29th November. Please don't bring your receipt book and donations on the day of the walk.

### Payment Details:

**Cash:** If you have collected cash donations, please don't send it in the mail. Instead, write a cheque/money order or make an EFT payment to cover the amount of cash. You will be required to issue receipts for cash donations using a receipt book.

**Cheque / Money Order:** All cheques are to be made payable to 'Upstream Foundation Pty Ltd'. You will be required to issue receipts for cheque donations using a receipt book.

### EFT Payment (ANZ):

Account Name: Upstream Foundation Pty Ltd

BSB # 013 350

Account # 8377 82702

Reference: Please advise your supporter to email the foundation to ensure you receive the donation as sponsorship