Markville Secondary School Inside Ride – Team Captain Summary Sheet

http://Markville.theinsideride.com  Inside Ride Date: Mon, June 06, 2011
Team Captains: Hand in team waivers, pledge forms, cash, cheques on Thurs., June 02

Please write your **Team Name** here:

<table>
<thead>
<tr>
<th>TEAM MEMBERS</th>
<th>Fundraising Collected (Cash/Chqs)</th>
<th>Fundraising Online</th>
<th>Total Fundraising</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Captain</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Donations Made to the Team**

**Team Grand Total Fundraising** $  $  $

Please bring this completed form on event day. Help us give away Fundraising Medals!

Here are some basic pledge form notes that apply for donations made to any registered charity:
- Pledge forms must have legible complete mailing addresses for donations of $20 and more for us to be able to issue tax receipts (standard CRA guidelines)
- An email address for each receipted donations is key to keeping our postage costs down.
- Please keep our processing time and labour costs low, no loose change below $1.
- Cheques should be made out to "The Inside Ride"
- You can write a cheque to cover multiple cash donations, keep this in mind:
  - Each cash donation should be documented on your pledge form as above
  - The pooled cheque amount is not eligible for a tax receipt for the individual writing the cheque
  - Each donation of $20 or more that makes up the pooled amount receives a tax receipt
  - Indicate CHQ in the cash/chq column for all those whose cash has been pooled.
- No documentation of online donations is required on pledge forms. Our team will have online reports with us.

**BRING A FILLED PERSONAL WATER BOTTLE!**