

# SPECIAL EVENT SUBMISSION PROCESSING FORM

For United Way Use Only



**Forward to the following address:** United Way  
 Greater Toronto  
 Attn: Processing Department  
 26 Wellington Street East, 12th Floor  
 Toronto, ON M5E 1S2

**PLEASE USE A SEPARATE SUBMISSION PROCESSING FORM FOR EACH EVENT.** Choose only one option below.

 **ClimbUP**

**OR**

 **Workplace Events**  
 (ie: bake sale, car wash, etc)

**IMPORTANT INFORMATION:**

- Please follow security measures listed.

**ClimbUP:**

- If you have offline sponsors, please include a print out of these names or, complete a pledge form for each participant.
- Do not submit forms without payment.
- Do not submit online **paid** confirmation.

**WORKPLACE SPECIAL EVENTS:**

If total amount of cash exceeds \$100, please convert it to cheque or money order.

Funds submitted via EFT or eTransfer - YES

**A SEPARATE SUBMISSION PROCESSING FORM IS REQUIRED FOR EACH LOCATION**

Organization:
Division/Department/Unit:
Address:
City:
Postal Code:
Location ID:
Campaign ID:

**SPECIAL EVENTS CONTRIBUTIONS INCLUDED**

(see completion instructions on the following page)

ClimbUP	# Participants	Amount
Total enclosed		
WORKPLACE SPECIAL EVENTS		Amount
Cash (maximum \$100)		
Cheques		
VISA/MasterCard/AMEX		
<b>TOTALS</b>		<b>\$</b>

**NOTES**

**FORM PREPARED BY** FOR UNITED WAY GETUP DONATIONS, INDICATION YOUR TEAM CAPTAIN:

Print Name (1):	Bus. Phone:	Initials:
Print Name (2):	Bus. Phone:	Initials:

**PROCESSING TEAM RECEIVING FORM**

Print Name	Ext.	Initials:	Date:
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<b>FOR PROCESSING TEAM USE ONLY</b>	Location Received:	Date:	Initials:
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<b>RECEPTION:</b>	<b>DEPOSIT PREP:</b>	<b>VERIFICATION:</b>
Date:	Date:	Date:
Initials:	Initials:	Initials:

## BEFORE YOU BEGIN

- Separate ClimbUP donations from Workplace Special Event donations.
- Separate Workplace Special Event donations by Location ID and submit a separate submission processing form for each location.
- Please include any Gift-in-Kind tax receipt request forms with supporting fair market value documentation when submitting the funds raised. **United Way cannot issue Gift-in-Kind tax receipts prior to remittance of funds.**
- **DO NOT** submit Employee Pledge Form donations with this submission processing form, use the green Employee Donation submission processing form.
- **DO NOT** include corporate gifts with this submission processing form.

## PLEASE COMPLETE THIS SECTION FOR ClimbUP DONATIONS

For accurate distribution, all payments **MUST** be **attached** to the appropriate pledge form.

NAME OF PARTICIPANT	TOTAL DOLLARS INCLUDED
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
<b>TOTAL</b>	

## SECURITY MEASURES

Balancing the submission processing form should always be done in pairs. After the form is balanced, and completed to include both individuals' name and initials.

Ensure that the submission processing form is fully completed and placed it in a sealed envelope.

# THANK YOU!

Questions? Call United Way's Processing Department at 416 777 2001 or email at [assistance@uwgt.org](mailto:assistance@uwgt.org)