



Jump Rope for Heart – Offline Fundraising Process for Schools

Thank you for participating in Jump Rope for Heart! While Jump is an online-first fundraising program, we understand that there may be exceptional circumstances or preferences that necessitate offline fundraising.

For Heart & Stroke to process offline revenue in an efficient and cost-effective way, we ask that you submit your offline funds in **one submission** as quickly as possible following your Jump Event. Please do not make multiple submissions as it makes it difficult to track and calculate school givebacks.

To submit your offline funds, please follow the below steps:

1. Ensure all cash and cheque donations are collected from your students as soon as possible following your event.
2. Heart & Stroke cannot accept cash, so please write one cheque for any cash collected. Any additional cheques received from students' fundraising efforts should be gathered and included in your submission.

Note: all cheques must be made payable to *Heart and Stroke Foundation*.

3. Once all offline donations have been collected, the Jump offline fundraising coversheet must be completed for your school and submitted alongside the cheques. **Please contact your Jump Specialist for the form.**

Note: please do not include comments or other information on or with the offline fundraising coversheet. If you have any questions or comments, contact your Jump Specialist or email jumprope@heartandstroke.ca.

4. You must also include completed pledge forms for each student that fundraised offline so donors can be issued tax receipts. If your school is participating in the Thank You Gift Card program, a **valid email address** is required on the pledge form so students who qualify can receive their Thank You Gift Card redemption email

You can find the current pledge form attached to this email or [linked here](#). Please do not use any old pledge forms that you may have. If you have old pledge forms, please recycle them.

Note: a spreadsheet cannot be used as a substitution for pledge forms. Only donations over \$20 with completed pledge forms that include first and last name, mailing address and donation amount will receive a tax receipt.

5. Once you have collected all offline funds and accompanying pledge forms, and completed the offline fundraising coversheet please mail the entire package to the following mailing address:

HEART AND STROKE FOUNDATION
ATTN: ACCOUNTS RECEIVABLE
1200 - 2300 YONGE ST
BOX 2414
TORONTO, ON M4P 1E4

