HOW TO TAKE CASH DONATIONS

If you do collect cash in person from sponsors or during a fundraising event, please follow the steps below:

1. **Cash donations from individuals who want a tax receipt**
   - Print off the sponsorship form on the next page of this document and write down all the amounts and sponsor details.
   - Bank the cash you have received.
   - Go to your online fundraising page and make a donation for each of the amounts you received, using the relevant sponsor’s details and your own credit/debit card. Each sponsor will then receive a tax receipt via email. (You can do this a number of times if you need to, as long as the total amount you donate to your page reflects the total of the donations listed).

   **Note:** If someone who wishes to sponsor you does not have an email address to receive their tax receipt, please use your own, print the receipt for them, and pass it on.

2. **Cash donations at a fundraising event or from people who do not need a tax receipt**
   - Print off the sponsorship form on the next page of this document and write down all the amounts and sponsor details.
   - Bank the cash you have received.
   - Go to your online fundraising page and make a donation for the total amount raised with your own credit/debit card, using ‘Cash’ as the first name, ‘Donation’ as the last name, and your own email address so that you get a receipt for the amount you’ve submitted. Please note that you will not be able to claim tax on a donation that you did not personally make.

3. **Pay in cash using a cheque**

   As an alternative to submitting your donations on your online fundraising page, you can choose to send a cheque. Write a cheque for the total amount of cash collected, making it payable to ‘Act for Peace’. Post this, along with any cheques written by other people, and your completed offline sponsorship form to:

   Act for Peace
   NCCA
   Locked Bag Q199
   Queen Victoria Building
   NSW 1230

   Please do not post cash.
**PUT YOUR MONEY WHERE MY MOUTH IS!**

I’m taking the Act for Peace Ration Challenge this June because I want to stand up for refugees. I’ll be surviving on the same rations as a Syrian refugee for one week - just a small amount of rice, lentils, kidney beans, chick peas, fish, flour and oil. Please show your support by sponsoring me below. Thank you!

<table>
<thead>
<tr>
<th>First name</th>
<th>Surname</th>
<th>Address</th>
<th>State</th>
<th>Postcode</th>
<th>Donation amount</th>
<th>Email address</th>
<th>Phone</th>
<th>Receipt needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Doe</td>
<td>13 Wallaby Way, Sydney</td>
<td>NSW</td>
<td>2068</td>
<td>$64</td>
<td><a href="mailto:johndoe@serviceprovider.com">johndoe@serviceprovider.com</a></td>
<td>+66 123 456 789</td>
<td>N</td>
</tr>
</tbody>
</table>

Bank any cash you collect and then donate the equivalent amount on your online fundraising page.

**TOTAL:**

$64 can feed a family for 2 weeks

$144 could educate a child for 2 months

$256 can feed a refugee for a year

Your privacy is important to us. Act for Peace collects your personal information in order to keep you informed about our projects, activities and opportunities to take action. By providing your information you are agreeing that Act for Peace may use it to contact you in the future. You can opt out of future communications, or contact us with any queries, by emailing info@actforpeace.org.au, calling 1800 025 101 or writing to Act for Peace, Locked Bag 1999, QVB NSW 1230. To reduce overheads we may provide your information to trusted suppliers who provide services on our behalf (including mail, data, phone, IT, processing and research). Our privacy policy is available at www.actforpeace.org.au/privacy and contains information about (i) how we collect, store and use, plus how you can access and correct your personal information, (ii) how you can lodge a complaint regarding the handling of your information, and (iii) how any complaint will be handled by Act for Peace.

Act for Peace is the international aid agency of the National Council of Churches in Australia. ABN 86 619 970 188