

## **Sending Partnership to NET:**

Now that you are receiving partnership, it is important to send it in to the NET office so that it can be processed and formally added towards your partnership goal. Here are some important guidelines for you to follow to make things go smoothly.

### **General Notes/Tips**

1. All funds sent to NET must be accompanied by a donation form
2. Please make sure ALL donation forms are completely filled out and written neatly
3. Attach donation forms to cheques with paper clips. **DO NOT** staple or tape cheques to donation forms.
4. Mail partnership you have collected to the NET office **every 2 weeks**. **DO NOT** wait to send it in. We have to process the donations as soon as possible.
5. Unfortunately we are unable to accept partnership through e-transfer.
6. Record donations on a Google sheet or Google Doc and share it with [graeme@netcanada.ca](mailto:graeme@netcanada.ca).
7. If you have any questions about the processing of your partnership money contact [elizabeth@netcanada.ca](mailto:elizabeth@netcanada.ca)

### **Online Donations**

1. Online donations are processed in batches 4 times a month so, so although the partnership thermometer on the website may show one amount, it may not match what is on your report.
2. Mailed donations have to be manually added to your partnership thermometer so this will also affect the total showing on your thermometer.
3. Please use your official partnership report as a reference of how much you have raised, not your website thermometer, as your report will show the donations that have been fully processed in our system.

### **Credit Cards (one-time and monthly)**

1. Make sure the donor has printed their information clearly and has included a phone number and/or email so that we can contact them if there is an issue.
2. Make sure the donor has signed the donation form to authorize their donation.

## Cash Gifts

1. **DO NOT** send cash in the mail as it can easily get lost
2. You can submit these donations by cheque, direct deposit or credit card
3. By cheque (only available to those with Canadian or US bank accounts):
  - a. Write a cheque for the full amount of cash received (or have your parents write the cheque)
  - b. Attach this cheque to all of the included donation forms, no matter how many forms there may be. **\*\*\*Make sure the total \$ amount equals the total amount on the donation forms\*\*\***
  - c. If you have cash and do not know who it is from or if it is from a fundraising event, put “Miscellaneous” on the donation form and put the amount.
4. By direct deposit (only available to those with Canadian bank accounts):
  - a. email [admin@netcanada.ca](mailto:admin@netcanada.ca) a request to have the funds withdrawn from the bank account you sent in with your missionary information form
  - b. include a list of the donors with their address and any other contact information and the amounts they donated
5. By credit card:
  - a. phone the office at 613-841-4141 or toll-free at 1-877-521-4426 and ask to speak with someone in the finance department
  - b. provide your credit card information over the phone and provide the list of donors and their information. The list can be emailed to [admin@netcanada.ca](mailto:admin@netcanada.ca) depending on the number of donors.
6. **DO NOT** submit cash gifts online through our website!

## Cheques

1. One-time gifts
  - a. Ensure that cheques are made out to “NET Canada” and that your name is printed onto the memo line of the cheque.
  - b. If a cheque is made out to you, simply write “Make payable to NET Canada” on the back of the cheque, sign your name under it, and print your name on the memo line of the cheque, if needed. We cannot process a cheque that is made out to you that you have not signed over to NET.
  - c. Check to see if the year is correct and if the day/month are in the correct spots. We cannot process a cheque if the date is not valid.
2. Monthly gifts
  - a. We need a voided cheque in order to do a monthly direct debit withdrawal.
  - b. Make sure the donor has signed the donation form to authorize their donation.