



Post-Event Checklist



Congratulations on your fundraising event and thank you so much for your support!

The following is a checklist to help you pull together the information that Osler Foundation needs to issue receipts and document your event appropriately.

If you have any questions, please contact Osler Foundation:

Brampton Civic

Phone: 905-494-6556

Etobicoke General

Phone: 416-747-3388

Peel Memorial

Phone: 905-863-2579

Financial Tracking Sheets

- Budget Tracking Template with itemized totals of revenue received and expenses

Cheques/Cash Donations

- Events for Osler Foundation – Pledge Forms with donor names, complete addresses and donation amounts for tax receipting.
- Cheque(s) should be made out to William Osler Health System Foundation.
- Cash with the total amount counted and verified.
- Complete credit card information: name on card, card number, expiry date, amount to be charged and phone number of the donor.

Gift-in-Kind Donations (if applicable)

- Complete list of all gifts-in-kind donations including donor contact information and the retail value listed of each item.
- To receive a tax receipt, the original receipt must be provided for each item.

Pictures

Pictures of your event – we'd love to see them and promote your event's success. Contact us today!

Thank you for your support!