



Spin4Kids Documentation – Why We Need It

As you prepare for Spin4Kids, you will hear about a variety of documents and tracking forms that need to be completed and submitted to GoodLife Kids Foundation. Here is a comprehensive list of those documents and why they are crucial to the success of your Event.

Document	What it's for	Why it's important	Submit by
Spin4Kids Pledge Form	Recording cash and cheque donations	<ul style="list-style-type: none"> Gives GLKF information required to issue income tax receipts to donors Matching funds to the Participant who collected them Accurate Fundraising Rewards recognition Key to Top Fundraiser recognition 	By first Friday following the event
Participant Waivers	Gaining consent from participants who HAVE NOT registered online	<ul style="list-style-type: none"> Acknowledges that Participants understand and assume responsibility for any risks associated with participation in the event Allows GLKF to take and use photos/videos for promotional purposes 	By first Friday following the event
Deposit Slip	Recording funds for deposit	<ul style="list-style-type: none"> Used to advise GLKF of the amount deposited from your Club/Event Helps GLKF match funds with Clubs/Participants Crucial for Top Club of Excellence awards 	By first Friday following the event
Check-in Desk Tracker	Master tracker of all Participants and funds from each event	<ul style="list-style-type: none"> Used in addition to pledge forms to match funds to Participants Aids in Fundraising Rewards recognition Assists in matching Participants/funds to Clubs for Top Club recognition 	By first Friday following the event

Your event documentation is extremely important and should be treated similar to Club inventory sheets and KPI reports.

Please send all completed documents to Tara McGuire by the deadline, in GoodLife Kids Foundation envelopes available at no charge on FLOW.

If no cash/paperwork is being submitted by individual Clubs/Events, we'll assume it has all been collected online. Please email events@goodlifekids.com to advise if this is the case.

Questions? Email tmcguire@goodlifekids.com