



## **Burning Bright for Cancer 2018**

*Celebrating the 15<sup>th</sup> Anniversary of Burning Bright for Cancer!*

### **Instruction Sheet for Clubs – Post Event**

Thanks very much for participating in this year's **Burning Bright for Cancer** Program and for raising funds for the Canadian Cancer Society (CCS). CCS changes lives by working in all areas of cancer. Over the past 30 years, CCS has invested \$1.2 billion in research on all cancers – men's, women's and children's – including over \$100 million in breast cancer research. We also run vital support programs such as our online and telephone confidential help lines, Wheels of Hope where we drive cancer patients to and from their cancer treatments and doctor's appointments, and we support a wig bank. A cancer diagnosis can be devastating to family, both emotionally and financially, so we are there to try to help alleviate some of these pressures. We are there for the patient, their family, friends and colleagues. If your club wants to direct your donation to other cancers this year, please specify that on your tally sheet.

We have created the following steps to assist you with the administration of the program.

1. Please sign your club up for online fundraising at <http://convio.cancer.ca/goto/burningbright2018>
2. Once the event has occurred, **please complete the Tally Sheet provided**. Please make 3 copies – one to send into the office, one for CCS and a copy for your records so you know who to distribute incentive prizes to when they are sent to your club. **Please make sure to make note of the online donations for each participant on their tally sheet.**
2. Please ensure the donations for your club (if any) and that of the Canadian Cancer Society are kept separate. Please deposit the donations for your club directly into your account.
3. Please deposit all cash donations for CCS and issue one cheque from your club to cover the cash.
4. Prepare an envelope with the following paperwork:
  - ✗ Copy of completed Tally Sheet for Synchro Ontario & for CCS
  - ✗ All CCS Pledge/Donation Forms
  - ✗ All cheques made payable to the Canadian Cancer Society
  - ✗ One cheque to cover all of the cash that was collected for CCS
5. Send everything to: **Synchro Swim Ontario - "Burning Bright 2018"**  
12-89 Galaxy Blvd.  
Etobicoke, ON M9W 6A4
6. Please have everything sent to the Synchro Ontario office by **November 15, 2018** this will ensure your eligible swimmers will receive their incentive prizes and the funds will be sent to CCS in time for 2018 tax receipting.
7. Remember to follow-up with thank-you letters to those that assisted you in hosting this event!

And once again, thanks very much for your support!!