



**Green Churches**  
Network



# SEASON OF CREATION 2017

## FUNDRAISING GUIDE

### *Description*

A document for the use of "Season of Creation" organizing committees to financially support their own ecological projects as well as the Green Churches Network.

[creation.greenchurches.ca](http://creation.greenchurches.ca)

Produced and Published by :  
***Green Churches Network***  
16, St-Elzear Blvd. East #015  
Laval (Quebec) H7M 1C2  
Telephone: 1-844-490-6464

Document downloaded from [www.greenchurches.ca](http://www.greenchurches.ca)


 Please print on 100% recycled paper.


*Ce document est disponible en français.*


## 1. Connect with us

As organizers of this campaign in your faith community, we strongly suggest that you email us at [info@greenchurches.ca](mailto:info@greenchurches.ca) to let us know that you are interested in raising funds for the Green Churches Network and for your church's ecological projects during the "Season of Creation". We can help.

We also invite you to:

 Subscribe to the newsletter (at the bottom of the homepage).

 Like our Facebook page @greenchurchesCA, and receive daily posts about the Season of Creation.

 Follow us on Twitter @GreenChurchesCA, and retweet our publications every day.

## 2. Announce the fundraising campaign

At the beginning of September, distribute the "Season of Creation" calendar to the members of your faith community as a tool for reflection, prayer and daily challenge between September 1 and October 4. The calendar allows Church members to participate in raising funds for ecological projects in your church and through the Green Churches Network. Twice a week, it indicates days of "ecological compensation" to make up for certain wasteful practices in our daily lives. This money will be collected on the last Sunday of the Season of Creation and will be used to set up ecological projects in the churches so that they can demonstrate their respect for God's Creation. Donors will receive a tax receipt.



## 3. Collecting donations and forms

On the last Sunday of the Season of Creation, collect donations (cheque, credit card or cash) from your participants.

### FUNDRAISING RESULTS

Count the total amount received in cash and cheques received by your faith community during this campaign.

If this amount is greater than \$100, it can be used to cover the annual contribution of your faith community as a registered church in the Green Churches Network for the coming year.

While this campaign is an important source of funding for the Green Churches Network's mission, a registered charity, we are happy to share 50% of the proceeds with you for the ecological projects in your church. Please indicate on the form the amount you keep, as well as the projects for which these funds will be useful.

*For the amount coming to the Green Churches Network, Ask your church administration to write a cheque to the "Green Churches" for that amount. Please send this cheque by mail. Staple the cheque to the form and indicate if the amount is to cover your annual contribution.*

### SLIPS : INDIVIDUAL DONATIONS

Please print the donation slips and cut them to make them more easily available.

Staple all donors' cheques addressed to "Green Churches" on their own slips or simply collect the slip with the credit card number. All donors who have made a cheque to "Green Churches" will receive a tax receipt from our charity organization.

**NOTE:** Those of your faith community who donate online through the Green Churches website will automatically receive a tax receipt. However, you will not be able to enter these amounts on the final balance sheet.



## 4. *Special notes*

### *on tax receipts*

- Individual cheques can be made on behalf of "Green Churches". The complete donor information must be clearly indicated on their slip. Tax receipts will be issued by the *Green Churches Network*.

- Donations for Green Churches can be made through your faith community. Tax receipts can be issued by your faith community to donors, especially those who have made a cash donation or a cheque written to your faith community for the "Season of Creation" fundraising campaign.

Send in cheques and slips in early October.

## 5. *Please send before October 31<sup>st</sup>*



Include all forms and cheques in an envelope and send to:

### **Green Churches Network**

16, Saint-Elzear Blvd. East #015  
Laval (Quebec) H7M 1C2

*THANK YOU VERY MUCH FOR WORKING WITH  
US TO CARE FOR GOD'S CREATION.*



# SEASON OF CREATION 2017

## FUNDRAISING RESULTS

**CONTACT INFORMATION**      Year: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

NAME OF INSTITUTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE : \_\_\_\_\_

### INSTRUCTIONS

Ask your church administration to write a cheque on behalf of the "Green Churches" for the amount paid (lines 3+4). Staple the cheque to the form and send it by mail.

Include all forms and cheques in an envelope and send to:



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### FUNDS COLLECTED

A. Cheques addressed to *Green Churches*

Number of donations: \_\_\_\_\_

Total donations from individuals with cheques:  
\$ \_\_\_\_\_ (1)

B. Donations to *Green Churches*

via your institution

Number of donations for which you will produce  
tax receipt: \_\_\_\_\_

Total amount of cash donations: \$ \_\_\_\_\_

Total amount of cheques: \$ \_\_\_\_\_

Total donations through your institution:  
\$ \_\_\_\_\_ (2)

GRAND TOTAL OF FUNDS COLLECTED:  
\$ \_\_\_\_\_ (1+2)

### DISTRIBUTION OF FUNDS

ANNUAL CONTRIBUTION to the Green Churches  
Network (gen. \$100): \$ \_\_\_\_\_ (3)

DONATION to the Green Churches Network:  
\$ \_\_\_\_\_ (4)

AMOUNT OF FUNDS kept for projects in the faith  
community: \$ \_\_\_\_\_ (5)

*Note 1 : The sum of the Allocation of Funds (3+4+5)  
must be equal to the Grand Total (1+2)*

*Note 2 : The portion of the retained funds (5)  
should not exceed 50% of the Grand Total(1+2)*

**THANK YOU VERY MUCH FOR WORKING WITH  
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## DONATION TO THE GREEN CHURCHES

### 1. I prefer to make a single donation

☐ \$10 ☐ \$25 ☐ \$100 ☐ Other: \$ \_\_\_\_\_

NB: A tax receipt will be sent for donations of at least \$20

### 2. I wish to make monthly payments

Monthly payments (min. of \$5): \_\_\_\_\_

Date of first payment: 1<sup>ST</sup> / month / year \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

### Payment method:

☐ BY CHECK (to the GREEN CHURCHES)

☐ BY PREAUTHORIZED WITHDRAWALS (Please send a voided cheque)

☐ BY CREDIT CARD



Card Number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_

Signature: .....

**Thank you!**

Please return this form with your donation.

Green Churches Network, 16, Saint-Elzear Blvd. East #015, Laval (Quebec) H7M 1C2 1-844-490-6464

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