

*PLEDGE PROCESSING*  
*THURSDAY, JULY 21<sup>st</sup>, 2016*

Scotiabank  
126 Provost Street  
New Glasgow

Pledge processing will take place on **Thursday, July 21<sup>st</sup>** between the hours of **6:00 pm and 8:00 pm** at the **Scotiabank in New Glasgow**. This is your opportunity to turn in your pledges and be eligible for prizes.

- If a Team Captain has all pledges gathered from the entire team and wants to process their pledges earlier than Thursday July 21<sup>st</sup>, please contact one of us to make arrangements.
- If you are unable to attend the pledge turn in night on July 21<sup>st</sup>, please contact one of us to make alternate arrangements.
- If there is any additional money to be turned in on race day - July 23<sup>rd</sup>, please take it to the **GAZEBO** next to the East River.

Each year we are better and faster at processing pledges, thanks largely to you - we rely a great deal on Team and Pledge Captains. If you do not already have a Pledge Captain, you may find it very beneficial to have someone fulfill this role for your team.

\*\*We will accept pledge money after July 23<sup>rd</sup> but as we require time to determine who is eligible for prizes, the team and/or individual who turns in pledges after this date may not be eligible for prizes.\*\*

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**PLEASE**

- HANG ON TO BROWN ENVELOPE TO RETURN ON PLEDGE NIGHT VERY IMPORTANT. Write the name of each team member beside pledge sheet number(s) that were given to them on the large pledge envelope.
- Write the amount of money collected by each team member. Note that there are separate columns for **pledge form money** and **online pledges**. This will be used to determine pledge prizes for your team.
- **CLEARLY** write or print *the name and full mailing address* of the donor so the person from whom you collected money will receive a tax receipt (eligible only for donations of \$10 or greater).
- Check the box titled 'Receipt Requested' if a receipt for a donation (\$10 or more) is requested.
- One person claims one pledge, i.e. if someone has pledged \$50, one person shows this entire pledge on their sheet for income tax receipt purposes.
- Return **BOTH** copies (white and yellow) of the pledge forms with your pledges.
- **RETURN ALL PLEDGE SHEETS INCLUDING ANY THAT ARE UNUSED** as we have them all recorded.
- Count the money! Only money turned in will be considered, tallied and credited to your team. **If someone pledged \$20.00 but has not paid, please DO NOT include in your total.**
- Be organized! Have all coin counted and rolled prior to bringing in.
- Be prepared to stay until your team's pledges have been counted and verified to agree with your count. Incentive prizes will be given to the team captains on the pledge turn-in night.

*Thank you for your continuing support of Pictou County's Race on the River!!!*