

## Community Event Follow-up Report

This report is to be completed and returned to Epilepsy South Central Ontario along with all collected donations from your event no later than 30 days from the event so that Epilepsy South Central Ontario can provide complete tax receipts along with our appreciation in a timely manner.

Event Name:		
Event Organizer:		
Contact Phone number:		
Total Donations amount enclosed:		
Total in cash:	Total by Cheque:	Total by Credit Card:
<p><b>Where participants have requested a tax receipt;</b> please enclose a list of the participants full name, address, telephone number, amount donated, and email address.</p> <p><b>Please note total receipt requests cannot be greater than donation total submitted.</b> As required by legislation, we comply with the Canada Revenue Agency Guidelines.</p>		

I have enclosed the donations collected as noted above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please courier or hand deliver this report and all collected donations to:

**Epilepsy South  
Central Ontario**  
2155 Dunwin Drive, Unit 5  
Mississauga, ON L5L  
4M1

We do not recommend sending cash through the mail system. Please contact Epilepsy South Central Ontario to make alternate arrangements at 905-450-1900

### **Tell us about your event!**

We would love to share your event success and recognize your volunteer's efforts with our donors, clients and the community through our website, e-newsletters, and other communication material.

Can you provide us with a short summary of your event activities, number of volunteers and participants that were involved in making your event a success? Please include event highlights, how you achieved your goals and any other information that you would like to share? Please include any pictures from the event that can be published. Information can be provided in the area provided below or emailed to the media manager at [trevor@epilepsysco.org](mailto:trevor@epilepsysco.org)

