In order to set up online donations I will require the following information.*Please note all of the information must be provided in order to complete set-up. We are not able to set up fundraising for events unless the charity is officially registered in Canada or the US.*

1. Official Charity Name
2. Charity Logo *(please send as  jpeg)*
3. Charity Registration Number
4. Email address for the individual to receive Charity Director Access *(Multiple individuals can receive Charity Director Access, each individual must have or sign-up for a*[*Running Room Account*](https://www.clinics.runningroom.com/login/start.php)*)*
5. Charity Mailing Address
6. A brief description of your charity
7. Email address for Charity contact *(to receive donation/receipt notifications)*
8. Would you like Official or Temporary Tax Receipts issued by the Running Room?
   * Temporary Tax Receipts: Confirms that the donation was successful and informs the donor that an Official Tax Receipt will be issued by your charity at a later date.  Please note: The donor **MUST**be issued an Official Tax Receipt for the full amount of the donation which includes the 6.5% processing fee.  
       
     If you are choosing Temporary Tax Receipts, please complete the following: **I, (insert name), understand that the donor must be issued an Official Tax Receipt for the full amount of the donation, including the 6.5% processing fee.**
   * Official Tax Receipts: Completed by Running Room on behalf of the charity. The following information is required to set-up Official Tax Receipts.
     + The full name and position of an individual with signing authority at the charity.
     + A PDF signature of the above individual.

A block of receipt numbers for the Official Tax Receipts. (e.g. 1-1000).  Please note: The Tax Receipts numbers cannot be altered once they are entered.  We suggest a minimum of 500 per site.

The Running Room can issue two types of receipts - Temporary or Official Tax Receipts.

**Temporary Tax Receipts:** Confirms that the donation was successful and informs the donor that an Official Tax Receipt will be issued by your charity (ie. The War Amps) at a later date.  Please note: The donor MUST be issued an Official Tax Receipt for the full amount of the donation which includes the 5% processing fee.

Temporary tax receipts are ideal for charities who:

* Do not provide official receipts for donations below a certain amount.
* Have an internal receipt sequence or format or sequence that they need to comply to.

Table

Description automatically generated

**Official Tax Receipts:**Tax receipts are issued by Running Room on behalf of the charity and include the charity logo and the charity officials name and signature. Donor receives 3 copies for income tax purposes.

Graphical user interface, table

Description automatically generated

The following information is required to set-up Official Tax Receipts:

Official Charity Logo that displays on the left corner of the Tax Receipt.  
Charities Officials name and a scan of their signature.  
*Please ensure that the scan of the signature is of a suitable contrast and resolution of at least 200dpi.*

A block of receipt numbers that must adhere to the following rules:

* Receipt numbers can never begin with a zero
* Can have one hyphen (-)
* Can use letters, but not after a hyphen
* No spaces
* Number portion of the Max receipt number must be greater than the number portion of the Min receipt number

Examples of acceptable Tax Receipt sets:  
• 1 to 500  
• 85920001 to 85921000  
• RR1 to RR500  
• RR-1 to RR-500  
• 2013-1 to 2013-1000  
• RUN13-1 to RUN13-500

Note: Once the Tax receipts number sequence is selected it cannot be altered.