



dogtober



RECONCILIATION FORM

Thank you for taking part in DOGTOBER. Once you have collected all your sponsorships, donations and event monies please complete this form and return it to Assistance Dogs Australia, PO Box 455, Engadine NSW 2233, by faxing (02) 9548 3766 or by using the reply paid envelope enclosed.

Completed forms and payments must be received by us no later than the 21 November, 2011.

Contact Details

Name: _____

Company/School/Group: _____

Event name: _____ Event type: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone Mobile: _____ Email: _____

Reconciliation

I/We collected \$ _____ in donations*

I/We raised \$ _____ from event fundraising (the running of your event if applicable)

I/We sold \$ _____ in merchandise;

_____ keyrings @ \$10 each = \$ _____

_____ toy dogs @ \$10 each = \$ _____

_____ pens @\$2 each = \$ _____

_____ notepads @ \$2 each = \$ _____

_____ stress balls @ \$5 each = \$ _____

_____ paw print tattoos @ \$2 each = \$ _____

Total funds returned (donations + event fundraising + merchandise sales) = \$ _____

I am returning merchandise (Please tick if you have enclosed your unsold merchandise)

***A donation is money collected for no returned gain ie; it does not include merchandise sales, entry fees, raffle sales, competition fees or alike.**

Important

- All funds collected must be sent to Assistance Dogs Australia by the 20th November, 2011
- All costs associated with running an event is to be borne by the registrant and not deducted from funds raised during Dogtober
- The amount banked must match the amount totaled on this form
- No receipts will be issued by Assistance Dogs Australia for merchandise sales or any other transaction other than donations made over \$2.
- All donations must be listed on the 'Gift Register' for them to be issued with a receipt.
- Receipts will be posted directly to the person making the gift as outlined on the 'Gift Register'
- You may keep unsold merchandise to sell at a later date. We will contact you in the near future regarding the return of this merchandise.



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PAYMENT OPTIONS

Option 1

Credit Card

Please debit my credit card;

Visa Mastercard Amex

Card Number _____ Expiry Date _____

Name on Card _____

Signature _____

Amount to be deducted \$ _____

Option 2

Bank Deposit/EFT

We/I, _____ have deposited \$ _____ into Assistance Dogs Australia's Bank Account (*details below*);

Date of deposit _____ Signature _____

Bank Account Details;

Account Name: Assistance Dogs Australia

Bank: Commonwealth Bank

BSB: 062 164

Account Number: 28005315

Reference: BDW + Your surname (*if you cannot fit your full surname please put as much as you can*)

Option 3

Cheque or Money Order

Please make all cheques payable to Assistance Dogs Australia Ltd.

Our mailing details can be found on the flip bottom of this form.

Cheque attached to the total of \$ _____

Thank you for participating in Dogtober and raising funds and awareness for Assistance Dogs Australia. We hope to have you join us again in the future.

To find out how you can support us throughout the year consider sponsoring a Super Puppy. Visit our website at www.assistedogs.org.au or telephone 1800 688 364 to find out how, from as little as 66c a day, you can support one of our puppies in training.