



Submitting Special Event Donations Electronically

United Way has an excellent reputation for its careful handling of donor dollars. By following the best practices listed below, you will help United Way maintain this record:

- Whenever possible, it is a best practice to have a second person confirm that the total funds you've documented match what is being sent to United Way.
- The person completing the special events form must sign and make a copy for their records.
- There are two types of Special Events – Licensed (lottery) and Non-licensed (non-lottery). **Special event revenue from licensed lotteries is required to be deposited into a separate bank account for compliance with charitable gaming grant regulations so please follow directions below carefully to ensure compliance.**

1. Licensed Special Event (lottery)

- The only electronic payment method accepted for licensed special events is e-transfer. **EFT payment is NOT accepted for licensed special events.**
- **Electronic Transfer (e-transfer)**—send funds (\$2,000 or less) via email money transfer through online banking site or web app. Send payment to: **lottery@unitedwayregina.ca**. **It is very important to use the correct email address to maintain compliance with gaming grant regulations.**
- Please send a copy of the bank transaction confirmation or payment notification, a scanned copy of the completed Special Events Form (Licensed), and a financial report by email to United Way at **lottery@unitedwayregina.ca** and cc your United Way contact.
- In the subject line of your email you must include your workplace name, event type (i.e. 50/50, Sports Pool, Basket Draw, Raffle, etc.) and amount to ensure your campaign totals are updated.

2. Non-licensed Special Event (non-lottery)

- There are two ways you can submit non-licensed special event donations for your workplace electronically to United Way.
- **Electronic Transfer (e-transfer)**—send funds (\$2,000 or less) via email money transfer through online banking site or web app. Send payment to: **office@unitedwayregina.ca**. **It is very important to use the correct email address to maintain compliance with gaming grant regulations.**
- **Electronic Funds Transfer (EFT)**— this option is for businesses and organizations, not ECC's or individual employees in the workplace. Check with your finance/accounting department to see if they currently have our banking information. If they don't have the correct information, they can contact us at **office@unitedwayregina.ca** for banking details.
- If you transfer funds by either of these two methods to United Way, please send a copy of the bank transaction confirmation or payment notification, and a scanned copy of the completed Special Events Form (Non-licensed) by email to United Way at **office@unitedwayregina.ca** and **cc your United Way contact.**
- In the subject line of your email you must include your workplace name, event type (i.e. silent auction, jeans day/casual day, walk-a-thon, etc.) and amount to ensure your campaign totals are updated.



**United Way
Regina**

Special Events Form (non-licensed) – Electronic Payment

Organization _____

Event \$ _____

Event \$ _____

Event \$ _____

Event \$ _____

Event \$ _____

TOTAL of all Non-Licensed Special Events \$

Method of Payment

EFT \$ _____ E-transfer \$ _____

Electronic payments for non-licensed Special Events are to be sent to office@unitedwayregina.ca.

Signature: _____
(Workplace Representative)

Date: _____

Thank you!

No tax receipts will be issued for money raised through special events.
Charitable Registration # 11927 8372 RR0001



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Special Events Form (licensed) – Electronic Payment

Organization _____

		Financial Report *** completed
Event \$ _____	Licence # _____	<input type="checkbox"/>
Event \$ _____	Licence # _____	<input type="checkbox"/>
Event \$ _____	Licence # _____	<input type="checkbox"/>
Event \$ _____	Licence # _____	<input type="checkbox"/>
Event \$ _____	Licence # _____	<input type="checkbox"/>

TOTAL of all Licensed Special Events \$

Method of Payment

E-transfer \$ _____

EFT payments are not accepted for licensed special events. E-transfer payments are accepted for licensed special events and are to be sent to lottery@unitedwayregina.ca.

***A Small Raffle Financial Report must also be completed and emailed with this form.

Signature: _____
(Workplace Representative)

Date: _____

Thank you!

No tax receipts will be issued for money raised through special events.
Charitable Registration # 11927 8372 RR0001