

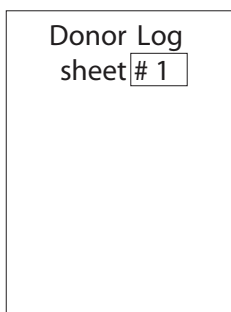
www.extramilerun.com

Be Change

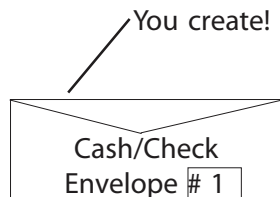
the extra mile run for oak ridge elementary

“if you are gonna run, run for a reason...”

1. Refer to your Run Expo Packet for instructions on how to best find people who will be committed to your reason.
2. Realize that they can't “go” do the race, but can participate by “giving” to your race.
3. Collect checks and use the attached ledger. Rarely will someone want to give cash. Try to avoid it if possible, but don't pass it up. Write a receipt on the spot. All cashed checks will serve as the receipt. All donors will receive a year-end receipt regardless of how they give. (Some want it on the spot. Oblige them.)
4. Place all collected donations in a envelope that is numbered. Make checks payable to SVRCC.
5. Match the envelope's content, cash and checks, with the corresponding Donor Log Sheet.
6. Turn log sheets and matching envelope in to the Be Change Directors at your earliest opportunity.



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Turned in both, the envelope and collection ledger to Be Change Team.

Best Place to give?

ONLINE.

INSTANT RESULTS
INSTANT RECEIPT

Go to:

www.bechange.cc

Please have all checks made payable to “Sacramento Valley Region Care Coalition” or “SVRCC”. Please assure that ‘BE CHANGE’ is written in the memo line. SVRCC is a California 501(C)3 Non Profit. Year-end receipts will be sent out to all donors for 2011 credit by February 1, 2012. Balance your sheet with corresponding envelope and turn into the Be Change Directors each week.



RECEIPT FOR MONITARY DONATION

NAME |

ADDRESS |

AMOUNT |

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RECIEVER'S SIGNATURE |

RECIEVER'S PRINTED NAME |

DATE RECIEVED |

DONOR'S RECEIPT



NAME |
AMOUNT |

RUNNER'S KEEP STUB



RECEIPT FOR MONITARY DONATION

NAME |

ADDRESS |

AMOUNT |

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