

Lord Tennyson PAC
Kick-Start Campaign Donation Form 2018

Cheque Donation

Name (first, last) _____

Address _____

Postal Code _____

Email or phone _____

Children in School	Division
1 _____	_____
2 _____	_____
3 _____	_____

Donation Amount

\$50 _____

\$75 _____

\$100 _____

Other \$ _____

As per the VSB, tax receipts will be issued for amounts of \$10 or more.
Make cheques payable to Lord Tennyson Elementary School
Please return this form along with your cheque to the designated box outside of the office.

Online Donation

1. Go to <https://vsb.schoolcashionline.com/Fee/Details/1869/196/false/true>
2. Choose from a list of donation amounts, or enter a specific amount.
3. Choose a "Fund Destination." A dropdown list includes every school in the District, the Board, and some district-wide programs.
4. Specify if the donation is made in honour of/in memory of an individual and input the full name of the honoree
5. In the "Message" field, further instructions should be entered on what the donation is earmarked for (e.g. PAC initiatives).
6. Click on "Add To Cart".
7. Review the information for accuracy and click on "Continue" if everything is correct.
8. The donor will then be prompted to sign in. If the donor doesn't have a School Cash Online account, then click on "Click here to register now" and follow the steps to complete the registration process. If the donor does have an account then continue with the payment process to complete the donation transaction.
9. After the payment has been processed a donation receipt will appear on screen for printing. The donor will also receive an emailed copy.

****Matching Donations - If your employer offers matching donations, please direct them to the School Cash Online System**