



THE TERRY FOX
FOUNDATION

International Post Run/Event Report

Date Report is being submitted: _____

It is important to complete and submit this report to the Foundation
WITHIN 30 DAYS of the Run/Event date.

Run Site ID: _____ Run Organizer (name): _____

Run Site (country): _____ Run Organizer (email): _____

Date of Run/Event: _____ Run Organizer (fax): _____

Section 1: Event Details (Report In Local Currency)

Please specify local currency (CAD, USD, EUR, CNY, VND, etc.): _____

| Fundraising Revenue | TOTALS |
|--|--------|
| Cash received from Terry Fox Run/Event | |
| T-shirt Sales <i>Please note # of t-shirts sold: _____</i> | |
| Other Fundraising (bbq, bake sale, head shave, special events, etc.) | |
| Other Fundraising (3rd party donations) | |
| Other (please specify) | |
| A) Total Fundraising | |
| Outstanding Donations (not yet received) | |
| Expenses | |
| T-shirts <i>Please note # of t-shirts purchased: _____</i> | |
| Promotional Materials (signage, banners, etc) | |
| Liability Insurance | |
| Other (please specify) | |
| Non TFF Approved Expenses (covered by 3rd party donations) | |
| B) Total Expenses | |
| Outstanding Expenses (not yet paid) | |
| Net Proceeds = A) Total Fundraising - B) Total Expenses | |



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Section 1: Funds and Disbursements

Option 1: Funds will be retained by Run Organizer until a research project has been approved by The Terry Fox Research Institute. *Please complete banking details below where funds are being held:*
 NAME OF INSTITUTION retaining funds: _____
 Account Type & Number: _____
 Contact Person at Institution: _____
 Contact's Fax#: _____ Contact's email: _____

Option 2: Funds will be transferred to _____ (name of research institute) to be held in trust for The Terry Fox Foundation until written approval to disburse these funds is received from the Foundation.
 DATE OF TRANSFER (actual or anticipated): _____
 Name of Recipient Institute: _____
 Contact Person at Recipient Institute: _____
 Contact's Fax#: _____ Contact's email: _____

Option 3: Funds Transferred to The Terry Fox Foundation, by:

- Cheque or Draft
- Online
- Wire Transfer (see below)

Bank: Bank of Nova Scotia
 19 Bloor Street W
 Toronto, ON M4W 1A3

Wire Transfer Details:
Transit #: 91132
Swift Code: NOSCCATT
For Further Credit to: The Terry Fox Foundation Canada
Account#: 0279617

Note: Bank accepts incoming wire transfers in Canadian dollars (CDN\$), United States dollars (USD) and Euros (EUR).

Section 3: Participation

Number of Participants: _____ Number of Schools: _____
 Number of Volunteers: _____ Number of Corporations: _____
Total Participants: _____

Section 1: EVENT DETAILS

- 1a) FUNDRAISING** (please ensure financial records such as bank statements, deposit slips, cheques, wire transfers, etc. are submitted with the Post Run Report)
- i) **Other Fundraising.** You can fill in the blank field associated with "Other" to share new ideas or other events you held to raise funds outside of the Terry Fox Run.
 - ii) **Other Fundraising (3rd party donations)**
3rd party donations are usually collected for larger community Runs to cover costs outside of TFF approved expenses; such as, venue, first aid, audio/video, entertainment, etc.
 - iii) **Outstanding Donations.**
Because TFF requires preliminary Post Run Reports be submitted within 30 days of the Run/Event, there may be outstanding donations. If this is the case, please note the estimated amount and submit. Once outstanding donations have been received, resubmit an amended Post Run Report to carrie.mccormack@terryfox.org.
 - iv) **Online Fundraising**
Online funds raised through the Terry Fox webpage are tracked and reported on by TFF because these funds are received in Canada, not internationally. Therefore, it is not necessary to record online funds on your Post Run Report.
- 1b) EXPENSES:** (please ensure invoices and payment receipts are submitted for each expense)
- i) **T-shirts, Promotional materials and Liability insurance** are TFF approved expenses. TFF authorizes Run Organizers to pay for these expenses using funds raised through the Terry Fox Run.
 - ii) **Non TFF-approved Expenses.**
A compilation of expenses such as venue, video, first aid, audio, entertainment, etc., that are not authorized by TFF to be paid for using Terry Fox funds.
 - iii) **Other Expenses**, if required. Please add details in the blank field provided.
 - iv) **Outstanding Expenses.**
Again, because TFF requires preliminary Post Run Reports be submitted within 30 days of the Run/Event, there may be outstanding expenses that have not been paid. Please note the estimated amount of outstanding expenses and once paid, resubmit an amended Post Run Report to carrie.mccormack@terryfox.org.

2 Section 2: FUNDS AND DISBURSEMENTS

- 2a) Options 1 and 2**
Disbursement of Terry Fox funds require approval by the Foundation. Please consult TFF prior to disbursing funds when selecting Option 1 or 2.
- 2b) Option 3**
Alternatively, funds can be transferred to the Foundation for safekeeping until an approved cancer research project has been selected.
Direct queries to carrie.mccormack@terryfox.org.

3 Section 3: PARTICIPATION

- 3a)** Please complete the fields that pertain to your Terry Fox Run/Event.
- 3b)** Thank you letters.
If you have special guests or donors you would like acknowledged by TFF, please provide name, mailing address, email address along with details of their contribution.

