



## **NEW Canadian Administrative Instructions for the 8<sup>th</sup> Annual Small Steps to Success Campaign**

First of all, thank-you for participating in this monumental fundraising campaign!

### **PLEASE NOTE THAT THE CANADIAN ADMINISTRATIVE PROCESS HAS CHANGED**

We are excited to announce the launch of a **new website** that will allow Canadians to make donations online and receive tax receipts for any donation of \$50.00 or more:

[www.easydonate.com/uppercervicalresearchfdn/donate](http://www.easydonate.com/uppercervicalresearchfdn/donate)

For any **personal donations**, patients can donate directly using this website **and/or** you may still send cheques from the total donations you have received from your patients to:

Please direct a cheque made to **The Ralph R. Gregory Memorial Foundation Canada** and send to:

**The Ralph R. Gregory Memorial Foundation Canada**  
**5005 Elbow Drive SW Suite #201**  
**Calgary, Alberta**  
**T2S 2T6**

\*Please include the names and addresses of patients needing tax receipts and the amount of each donation.

We encourage **corporation/company** donations in Canada. **These should be made by cheque and sent directly to the Ralph R. Gregory Memorial Foundation Canada.** As a registered nonprofit society, we are able to issue a letter of receipt to verify the donation as a legitimate business expense for the donor. Be sure to offer this option to all interested in supporting this campaign

All donors must sign the “opt-in” form in the patient letter to indicate consent for future communication from NUCCA, UCRF and The Ralph R. Gregory Memorial Foundation Canada. This is to comply with the CASL laws (Canadian Anti-Spam Legislation) that came into effect July 1, 2014.

Please contact Kathy at The Ralph R. Gregory Memorial Foundation Canada if you have any questions regarding the change in Canadian Administrative processes for this year 403-243-0155 or toll free in Canada 1-866-342-4476

