
The thousands of people directly affected by the disaster in Haiti need extraordinary help. Ontario credit unions can help by using their internal resources to act as a convenient, trusted and secure collection point for donations and contributions to be channelled through the Canadian Red Cross.

Actions Requested of Individual Ontario Credit Unions

1. Appoint both a personal to coordinate CanHelp activities at your credit union
2. Offer to your member-owners and to the public to collect their cash and cheque donations for disaster relief. Share these guidelines with appropriate staff [e.g. Accounting department] within your credit union and ask them to adapt and then issue the applicable instructions to the rest of the staff [including CanHelp account number at your credit union, etc.]
3. Every donation greater than \$10.00 will receive a charitable donation receipt [if the donation is properly tracked...see #6 below].
4. Open an internal control or GL account to accumulate the funds. If you need an account label, call it "CanHelp".
5. As donors make their contributions, debit either the appropriate chequing or savings account [or, if cash or cheque, your credit union's appropriate cash account] and credit the CanHelp account.
6. At the same time, log each donation on the CanHelp spreadsheet (see attached Excel file): enter the amount, the donor's name and their full address. This is the information that will be forwarded to the Canadian Red Cross and used to issue and mail donation receipts.
7. When requested by the Ontario Credit Union Charitable Foundation, reconcile the funds in the CanHelp account with the tracking spreadsheet. Forward the funds in one lump sum and a copy of the spreadsheet as per the instructions to be issued at that time. OCUCF will forward the money and the spreadsheet to the Canadian Red Cross. **Please note: if any members request that their donation be forwarded to a specific aid agency other than the Canadian Red Cross, please advise them to make the donation directly themselves, as we will not be able to adequately guarantee they will get a receipt.**
8. [Optional] At the appropriate time, forward a proposal to your Board of Directors asking them to consider a corporate donation to top-up, partially or fully match the amount donated by your member-owners and through your credit union.
9. The Canadian Government has issued a press release through the Canadian International Development Agency that they will match, up to a maximum of \$50 million, any donations received from individual citizens that are received on or before February 9th. Please be sure to indicate in any informational materials you provide this important deadline so we can maximize the donations that are received.
10. Any questions should be directed to the Ontario Credit Union Charitable Foundation – 905-592-6000 or info@ontariocucf.ca and should only come from the appointed Credit Union representative to avoid confusion and duplication.