



**Burning Bright for Breast Cancer 2016**  
*Celebrating the 13<sup>th</sup> Anniversary of Burning Bright for Breast Cancer!*

**Instruction Sheet for Clubs – Post Event**

Thanks very much for participating in this year's **Burning Bright for Breast Cancer** Program and for raising funds for the Canadian Breast Cancer Foundation (CBCF) – Ontario Region. CBCF is the leading national volunteer-based organization dedicated to creating a future without breast cancer, working collaboratively to fund, support and advocate for relevant and innovative breast cancer research; meaningful education and awareness programs; early diagnosis and effective treatment; and a positive quality of life for those living with breast cancer. Money raised for CBCF funds projects that address breast cancer in all of its stages – from how to prevent and detect it, to improving treatments so there are fewer side effects, to helping women with breast cancer lead healthy lives after treatment ends.

We have created the following steps to assist you with the administration of the program.

1. Once the event has occurred, **please complete the Tally Sheet provided**. Please make 2 copies – one to send into the office, and a copy for your records so you know who to distribute incentive prizes to when they are sent to your club.
2. Please ensure the donations for your club (if any) and that of the Canadian Breast Cancer Foundation are kept separate. Please deposit the donations for your club directly into your account.
3. Please deposit all cash donations for CBCF and issue one cheque from your club to cover the cash.
4. Prepare an envelope with the following paperwork:
  - ✗ Copy of completed Tally Sheet for Synchro Ontario
  - ✗ All CBCF Donation Forms
  - ✗ All cheques made payable to the Canadian Breast Cancer Foundation
  - ✗ One cheque to cover all of the cash that was collected for CBCF
5. Send everything to: **Synchro Swim Ontario - "Burning Bright 2016"**  
128 Galaxy Blvd.  
Etobicoke, ON M9W 4Y6
6. Please have everything sent to the Synchro Ontario office by **NOVEMBER 25, 2016** this will ensure your eligible swimmers will receive their incentive prizes.
7. Follow-up with thank-you letters to those that assisted you in hosting this event!

And once again, thanks very much for your support!!