



Year of Survey(s): _____

Transaction by (choose one):

Cheque* ___ or Email Money Transfer** ___ or Credit Card** ___

Saskatchewan Programs Application for Voluntary Support

Birds Canada oversees numerous volunteer bird monitoring programs both nationally and internationally. As a charitable organization, Birds Canada can offer tax receipts for donations. Using a "cheque exchange" process, we are happy to extend this benefit to project related expenses that volunteers incur due to their **direct involvement in bird monitoring. Based on Canada Revenue Agency regulations these expenses must not provide participants any advantage outside the support of survey activities.**

Volunteer participants should record their mileage and keep receipts for other expenses (e.g. food, accommodation, batteries, etc). Receipts must be detailed enough to identify taxes and expense type (e.g. food, beverages or other costs). **Alcohol expenses will not be reimbursed.** Non-itemized restaurant receipts will not be approved. Please do not include receipts for gas purchases and other related automobile expenses, as they are included as part of the mileage calculation. If you are not sure whether you can include a certain item, please contact your project coordinator first.

After your survey, fill in this form and return it to Birds Canada **keeping in mind that you will need to provide a cheque, email money transfer (EMT), OR credit card payment equivalent to your total expenses and any additional donations** (Box E below). Once we process your application, we will then send you a cheque for the total amount of your documented expenses (C) and later you will receive a charitable receipt for tax purposes. Please do not split survey costs between applicants and ensure any cheques are in the applicant's name. **All applications must be received no later than 1 December each calendar year. All applications received after this date will be processed for the following calendar year.**

How your applications will be processed depends on your choice (cheque, EMT or credit card).

***Cheques:** a post-dated cheque totalling your expenses and additional donation (E) needs to be included **with** your application. For early applications, **please post-date your cheque after June 30th to allow time for processing.**

****EMT or Credits Cards:** An up to date email and phone number are required, as applicants will be contacted prior to processing to arrange a transfer/charge equivalent to your total donation(E). Consider that you will need enough funds in your accounts to cover a transfer/change and that Birds Canada will immediately mail a cheque equivalent to your documented expenses after your EMT/credit card has been processed and reviewed.

Birds Canada ID # (if known): _____ NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

Type of Survey(s) and Route/Site Code: _____

MILEAGE: Distance home to start: _____ km Total Distance Driven: _____ km

TOTAL MILEAGE COST (@ \$0.45/KM):

(A)

OUT-OF-POCKET EXPENSES:

FOOD \$ _____ ACCOMMODATION \$ _____ OTHER \$ _____ **TOTAL EXPENSES:**

(B)

(Please attach itemized receipts. Note: the purchase of alcoholic beverages will not be covered)

TOTAL MILEAGE & EXPENSES:

(C)

ADDITIONAL DONATION to Birds Canada to support bird conservation:

(D)

TOTAL DONATION (Mileage + Out-of-pocket Expenses) + (Additional Donation):

(E)

Please return completed application form and **cheque made out to Birds Canada to: Saskatchewan Volunteer Support, Birds Canada, 115 Perimeter Road, Saskatoon, SK S7N 0X4.**

For Office Use Only

5380			
Account	Project	Amount	Approved