

SHARELIFE 2018 – Reporting Form

Parish: _____ City: _____ Zone #: _____

Faxed/Called by: _____ Phone: _____

Please fax to the ShareLife office at 416-934-3412 or phone 416-934-3411 or 1-800-263-2595 to update your results on the dates indicated below. Thank you!

INSTRUCTIONS

- (1) **Report Date** - send a report on each of the days indicated.
Note: On the first line "Pre SL Sunday," enter in column (3) the total shown on the Campaign Activity Report faxed to the parish in March 2018. This is the amount the parish has already remitted to the ShareLife office since the start of the campaign on August 1, 2017.
- (2) **This Report Period's Total** - include all money collected since the previous report date.
- (3) **Grand Total Collected at Parish** - for each report week, add the current week's "Report Period's Total," column (2) to the previous week's "Grand Total Collected at Parish," column (3).
- (4) **Date Reported to SL Office/Comments** - include the date you are sending the report.
 - **Do Not Include** - money received at the SL office and credited to the parish.
 - **\$** - indicates when to remit funds collected to the ShareLife office. In accordance with archdiocesan policy, proceeds from all special collections must be forwarded to the office within 30 days of the collection date.
 - **Make cheques payable to SHARELIFE and send them directly to the ShareLife office.**

Week	(1) Report Date (Tuesday)	(2) This Report Period's Total	(3) Grand Total Collected at Parish	(4) Date Reported to SL Office / Comments
Pre SL Sunday	See # (1) above and column (4) at right			Record in column (3) the amount shown on the Campaign Activity Report faxed to the parish in March 2018
1	March 20 <small>after SL Sunday coll - Mar. 18</small>			
2	March 27 \$			
4	April 10			
6	April 24 \$ <small>after 2nd coll - Apr 22</small>			
8	May 8			
10	May 22			
11	May 29 \$ <small>after 3rd coll - May 27</small>			
12	June 5			
14	June 19			
16	July 3			
18	July 17			
20	* July 31 \$			

Direct Mail Parishes Only

April 9 – ShareLife office to extract donation data from the Parish Tools database
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 June 13 – ShareLife office to extract donation data from the Parish Tools database
 August 3 – ShareLife office to extract donation data from the Parish tools database

*** NOTE:** Due to auditing requirements, all parishes must submit a hard (written) copy of their final ShareLife total.