



## CHECKLIST

Have you included / followed / completed the following:

- Foundation Club Application
- Project Application Form
- Template for Donees Database
- Submitted to:

Foundation Chair  
P.O. Box 12055 Edmonton, Alberta T5J 3L2  
Or Email: [d4foundation@d4kin.ca](mailto:d4foundation@d4kin.ca)

- Formula Example (for cash/gift-in-kind/golf tournament donations/sponsorship)
- Sample letter re: donation to registered charity