

**The protocol for cheque-writing:**

In compliance with the applicable Canada Not-for-Profit Act, please make out cheques or submit donations initially to the BTSA which will credit and receipt the donor at the end of the year. Indicate on the memo section of the cheque (or on the enclosing envelope in the event of cash) "JSBTC Day." BTSA will send the total amount to JSBTC along with a record of donors and the amounts donated. JSBTC and BTSA thank you.