



## **HANDI- CARE INTL.**

38, Larwood Blvd, Toronto, Ontario, CANADA M1M 2M5.

Tel: (416) 293-3994 Charity Reg. # BN889046397RRO001

Website: <http://www.handicareintl.org> E-mail: [info@handicareintl.org](mailto:info@handicareintl.org)

Dedicated to serving the poor disabled and destitute

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### **SDR PROJECT FUNDING ASSISTANCE**

#### **Memorandum of understanding between Handi-Care Intl. and the Parent(s) / guardian(s) of the child**

To be signed by Parents / guardians who are applying for funding help for the SDR surgery of their children. (Note: the term “you” refers to the parents and “we” refers to Handi-Care Intl.)

1. Donations can be made to Handi-Care Intl., by anyone, earmarked for the SDR surgery of your child.
2. The letter from the Children’s Hospital, St. Louis, confirming the date of surgery and amount to be sent to the hospital must be e-mailed to [info@handicareintl.org](mailto:info@handicareintl.org), as soon as it is received.
3. Parents must include the instructions for money transfer along with account number that will be specifically assigned to each patient by the hospital and bank info that they receive from the hospital, in order for us to send the funds.
4. Children’s Hospital, St. Louis, wants the full funds 30 days prior to surgery.
5. Hence parents must plan ahead and complete their fundraising 5 to 6 weeks prior to surgery, allowing us time to process the funds.
6. Funds will be disbursed directly in USD to the hospital and not to parents or any individuals.
7. The conversion from Canadian to US Dollar will be done by the bank on the day of transfer at the best rate available to the bank.
8. Handi-Care will deduct the wire transfer transaction fee (\$50 to \$70 US\$) charged by the bank from the donations received, before the wire transfer.
9. Handi-Care will issue tax receipts to donors for donations of \$20 and more. These receipts will be e-mailed. We cannot mail them by regular post. Please allow up to 2 weeks to receive tax receipt. If the donor needs to know if the money has been received by us, he/she can contact us directly by email.
10. Corporate donations can be invoiced / receipted by HCI.
11. All donors are expected to fill the donation form online giving their Name, address and E-mail id.
12. Please encourage donors to use Interac E-Transfer from their online banking (detailed instructions are available on our website) or send a cheque.
13. If the donors use Credit card via PayPal, 2 to 3% will be charged by PayPal, which will be deducted from your account. (Only the net amount will come to Handi-Care Intl.)
14. If you receive cash donations, you can send us a cheque for the collection, along with individual names, addresses and e-mail ids, to send receipts.



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15. If a donor does not have an e-mail id, we cannot send the receipt. However, we can e-mail the receipt to you and you can print it for them.
  16. Funds raised for SDR will be kept in a separate “SDR project” fund for each child.
  17. Parents will be updated on the amount in their child’s fund on a regular basis, (made available on our website) to the best of our ability.
  18. Handi-Care will withhold 3% of the donations to cover our admin expenses.
  19. Please monitor your donations closely, as if you exceed the required amount, HCI cannot refund the money to donor(s), since receipts would have been issued.
  20. However, we are willing to support post SDR surgery therapy that normally follows the surgery to the extent of the available funds in your account after the payments to the hospital. We need to follow a separate procedure for that. If we incur any additional expenses in rare cases, for that segment, such as additional lawyer fee, it will be charged to you.
  21. This Agreement shall come into force for a two-year period on the day of signature by the parties unless and until this Agreement is terminated in accordance with the provisions of this Article 8. The Agreement may be renewed by mutual agreement in writing at the expiration of the term for 2 more years (max). If there be surplus funds at the end of the 2 year contract, and the renewal of another 2 years (max), the funds can not be refunded by Handi-Care Intl. to donor(s) and Handi-Care Intl. will use the funds towards other charitable services under its mandate.

I / we, have read and understood the above memorandum and hereby agree to all the conditions/ criteria set forth. I/ we, agree to not hold Handi-Care Intl., liable for any delays or incomplete information arising from our end. We agree to be cooperative and provide timely and accurate information.

Signed: (Note both parents must sign)

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Parent 1

\_\_\_\_\_  
Parent 2

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date: