

# Glenview Public School



**FRIDAY, NOVEMBER 27, 2009**  
**Preview at 6:30 p.m.; Live Auction at 7:00 p.m.**

## DONOR INFORMATION SHEET

(Please complete this form and return it with your donation)

Thank you very much for your donation to Glenview's Holiday Auction. Please confirm your donation with us as soon as it is possible. We will then make arrangements for drop-off or pick-up at your convenience. All donations must be received by Monday, November 23<sup>rd</sup>.

**Name of Donor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

| Item(s) To Be Donated | \$ Value of Item | <b>*Tax Receipt?</b><br>(If yes, please write name to appear on receipt)<br>Please see Board policy on issuing tax receipts on reverse) |
|-----------------------|------------------|---|
|                       |                  |   |
|                       |                  |   |
|                       |                  |   |
|                       |                  |   |

Please confirm your donation with us as soon as possible by contacting  
Karen Walker Hogan (905) 869-4327; [kwhogan@bell.blackberry.net](mailto:kwhogan@bell.blackberry.net)

Thank you very much for supporting this event!

## **Tax Receipt**

The Halton District School Board is a registered charitable organization and may issue an official receipt for income tax purposes for gifts and donations made to individual schools.

A receipt will be issued for cash donations but cannot be issued for gifts-in-kind such as donated services and gift certificates. It is acceptable, however, to purchase services or gift certificates from an individual/company and then have the company donate the value of the service/certificate back to the school. An exchange of cheques (school to business and business to school) is required.

An individual who buys a gift certificate from a company and then donates it to the school may receive a donation receipt for the value of the certificate, upon presentation of the original invoice/receipt from the company from which the gift was purchased.

If a school receives goods from a company/individual that they normally sell, the company/individual must invoice the Board for the value of the goods and write across the invoice "Do not pay-donation to the Board".

If a school receives goods from a company/individual that they normally do not sell, the company/individual must supply the Board with the original invoice from the company showing the value of the goods purchased.

If anyone donates used goods (i.e. artwork) the Board needs an appraisal for the fair market value of the goods. The Board's Purchasing Manager can appraise goods with a value under \$1,000. For amounts over \$1,000, an external appraisal by a qualified appraiser may be required.

Please contact us if you have any questions regarding tax receipts.

Thank you!