



2011 Annual Fundraising Gala Auction Donation Form

ITEM NAME FOR CATALOGUE _____

Gala Committee reserves the right to modify the Item Name of Donation Description provided by the donor.

DONOR INFORMATION Donor information is needed for catalogue production and correspondence
Donor Name as you wish it to appear in catalogue

Circle applicable Business Individual

Address _____ City/Postal code _____

Telephone _____ Email Address _____

For business donations: Business name _____

Contact name _____

Email _____ Phone number _____

DONATION INFORMATION

Please provide a detailed description of the item (e.g. restrictions, colour, size, material)

Item Description _____

Item Value \$ _____ Gift Cert. Value \$ _____ RESTRICTIONS/expiry _____

CASH DONATION/SPONSORSHIP: Value \$ _____

SOLICITOR INFORMATION

Solicitors of donations perform an integral part of the acquisition process. We appreciate knowing who helped obtain the donation.

Solicitor Name _____ Email _____

If different than Donor Name _____

Phone number _____ Cell number _____

Do you wish to receive a tax receipt? (YES / NO)

If **YES**, please attach a sales receipt or appraisal for the item(s) you are donating. Tax receipts can only be issued upon receipt of all necessary documents and in accordance with CCRA guidelines. Please see reverse for details.

DONOR'S SIGNATURE _____ DATE _____

*****Please return this form and donations to Brockton School at your earliest convenience. All donations must be submitted by October 21 2011*****

TAX RECEIPT RULES

The following are guidelines from CCRA, concerning the issuance of tax receipts for donations to the Brockton Annual Gala.

Cash donations/sponsorships greater than \$25: Receipts will be issued for all cash donations.

Purchase donation of goods (including gift certificates) from stores: If you purchase something from a store or business and donate it to the auction, please provide a sales receipt showing the business name, address, and purchase price. If no receipt is available, we will require an appraisal from a member of our Society who is knowledgeable with respect to the value of the item being donated.

Donations of artwork, jewelry and other personal goods: For items worth \$1,000 or more, an appraisal from a qualified independent appraiser is required. For items worth under \$1,000, please submit an appraisal or sales receipt (if one is available), otherwise, we require an appraisal from a member of our Society who is knowledgeable with respect to the value of the item being donated.

Gifts of services (including restaurant meals): Restaurant meals, lessons, boat cruises, manicures etc. do not qualify as a donation for tax purposes if they are directly from businesses.

Thanking you in advance for your generous support of our School.

3467 Duval Road, North Vancouver, BC V7J 3E8, 604-929-9201, 604-929-9501 (fax),
info@brocktonschool.com, www.brocktonschool.com

With thanks,

Michelle Benedet/Sera Rhyane
Fall Gala Chairs 2011
Contact: 604 722 5029
michelle@benedet.ca
serarhyane@yahoo.ca

Venetian Masquerade Magic - A night of intrigue, magic and mystery

