

## GALA DONOR FORM

ASPENGROVE SCHOOL DEVELOPMENT FOUNDATION

Saturday February 13, 2010 is the date for the Aspengrove School Gala.

In order to make this evening a successful fundraiser for the school we would like to ask anyone who has an item to donate for our silent auction to complete the following form below and return it as soon as possible to the Aspengrove Olympic Gala box at the front desk.

Purchaser

**\*\*\*Please Print Clearly\*\*\***

(Mr./Mrs./Ms./Dr.)

Address:

City:

Postal Code:

Phone:

Email:

Fax:

**Description of Donation:** (as you wish it to appear in the program) **1 item per form please**

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**Donor Name:** (as you wish it to appear in the program)

**Stated Value of Donation:**

**Restrictions:** (Please note any restrictions pertaining to this donation. Unless otherwise noted, all donations are valid until one year from auction date.)

**Aspengrove Representative:** *Jan McNeill* 250 802-8414 or [gala@aspengroveschool.ca](mailto:gala@aspengroveschool.ca)

- Sales Receipt Attached**
- Income tax Receipt** – See below for tax Receipt Qualifications  
Yes – Please Indicate name for receipt: \_\_\_\_\_
- Donation to be picked up**  
Yes – Please note location for pickup: \_\_\_\_\_
- Donation to be delivered to:**  
Yes – Received by: \_\_\_\_\_

### ***Tax Receipt Qualifications***

Following criteria must be met for tax receipts to be issued:

1. The value of the donation is \$50.00 or more
2. A sale receipt included with the donation or gift certificate
3. The sales receipt includes the company name; or if the company name is not on the sales receipt, please attach a business card signed by an employee of the company.
4. An “experience” such as lessons, a dinner party at your home, or a weekend at your cabin many not apply. However, if you are in the business of providing these goods and /or services, it does qualify for a tax receipt. Please supply a receipt for the item on your business letterhead and supply a business card with your donation form. Costs of ingredients or supplies with a sales invoice can also be receipted.
5. Artwork or other collectibles donated require a recent appraisal from a qualified independent appraiser.

### **Donation Ideas**

#### **Electronics**

Software  
Computers  
MP3, Ipods, CD player  
Any other techno item

#### **Recreation**

Golf Package  
Skiing Package  
Snowboarding Package  
River Rafting Adventures  
Family movie Night  
Ticket Master Gift  
Theatre  
Canuck and Lions Ticket  
Clipper & Raider tickets  
Books  
Fishing Trip

#### **Travel/Food /Beverages**

Weekend get away  
Hotel/Resort  
Fine Dining  
Caterers  
Fine Wine  
Travel Voucher

#### **Home**

Garden Supplies  
Artwork  
Car Care Service