



**THE BEST FOUNDATION**  
**BUILDING EDUCATIONAL SUCCESS TOGETHER**  
 Registration No. 119142842RR0001

**Donation Form**

*Please see reverse for completion directions*

**Donor Information** *(please print or type)*

Name			
Mailing Address			
City			
Province		Postal Code	
Telephone (home):		(business):	

**Donation Information**

1. What date was the donation made?  
 \_\_\_\_\_
2. Is the donation to be directed to a specific school, program or project?  
 Yes – Please specify:  
 \_\_\_\_\_  
 No
3. Is this a cash gift?  
 Yes – Please specify amount: \_\_\_\_\_  Enclosed  Deposited at school  
 No
4. Is this a new in-kind gift?  
 Yes – What is the nature of the in-kind gift? \_\_\_\_\_  
 What is the fair market value of the in-kind gift? \_\_\_\_\_  
 How was the fair market value determined? \_\_\_\_\_  
 \_\_\_\_\_  
 No
5. Is this a used in-kind gift?  
 Yes – What is the nature of the in-kind gift? \_\_\_\_\_  
 What is the fair market value of the in-kind gift? \_\_\_\_\_  
 How was the fair market value determined? \_\_\_\_\_  
 \_\_\_\_\_  
 No
6. Is an income tax receipt required?  
 Yes  No

\_\_\_\_\_  
 Donor Signature Date

<b>For Office Use Only:</b>		
In-kind Gift Received:	_____	_____
	Signature of Principal	Date
In-Kind Gift Accepted <input type="checkbox"/>	_____	_____
In-Kind Gift Declined <input type="checkbox"/>	Signature of District Official	Date

*Return this form and receipts, as required, to the Assistant Secretary-Treasurer at the*

## **BEST Donation Form – Completion Instructions**

Please complete all questions.

### Date of donation

- This is the date the cash or in-kind gift was received.
- It is not:
  - The date the donation was promised.
  - The date the cash was deposited.
  - Any other date different than the date of receipt.

### Donor Information

- Please ensure all fields are complete and accurate.

### Cash Donations

- Please indicate if the donation has been deposited in the school's bank account.
- If the donation is to be deposited at District Office, please attach the cheque to the donation form.
- Cheques must be made payable to School District #75 (Mission).

### New In-Kind Gifts

- A new in-kind gift must have a fair market value of at least \$25 before a tax receipt will be issued.
- Documentation verifying the value of the gift must be attached to this form. The original purchase receipt is acceptable.

### Used In-Kind Gifts

- A used in-kind gift must have a fair market value of at least \$200 before a tax receipt will be issued.
- A gift with a fair market value of less than \$1,000 may be appraised by a qualified district employee. The employee's written appraisal must be attached to this form.
- A gift with a fair market value of \$1,000 or greater must be valued by a qualified independent appraiser. A written appraisal must be attached to this form.

### Acknowledgement of Receipt

- The school principal must sign the form (in the "For Office Use Only" section) indicating that the in-kind gift has been received. This applies to new and used in-kind gifts.