



THE BEST FOUNDATION
BUILDING EDUCATIONAL SUCCESS TOGETHER
Registration No. will be provided on the receipt

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
 If donation deposited at school, **MUST** provide proof of donation (copy of cheque, receipt etc)
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

For Office Use Only:

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 Finance Department, Receivables,
 at the Mission School District Office, 33046 4th Avenue, Mission, BC V2V 1S5
 Phone: 604.826.6286 Fax: 604.826.7385*

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 donation deposited at school, must provide proof of donation
- 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.