

FUNDRAISING RECEIPT FORM



Box 5271 Westlock, T7P 2P4

**DONOR/GIFTER/SPONSOR INFORMATION**-Circle One

Name:	
Mailing Address:	
Email:	
Phone number:	

**DONATION**

TYPE	DESCRIPTION	VALUE
CASH		
IN KIND		
OTHER		
TOTAL		

**COMMENTS/FULFILMENT CRITERIA**

Describe Fulfilment Criteria:

Tawatinaw Valley is authorized to publicly recognize my contributions:  yes  no

- This contribution is a:
- Donation
  - Tax Receipt requested (Minimum \$ 1000)
  - Gift of services/goods/equipment in Exchange for In House Sales
  - Corporate Sponsorship

\_\_\_\_\_

(signed by donor)

\_\_\_\_\_

(date)

\_\_\_\_\_

(signed for Tawatinaw Valley)

\_\_\_\_\_

(date)

Please note that donors who would like a tax receipt should make their cheque out to "Tawatinaw Valley Ski Club", these receipts will be forwarded to Westlock County who will issue the tax receipt.

Copy this form: retain original, give copy to the donor

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## Definitions:

- A charitable gift (donation) is a voluntary transfer of property **without valuable consideration, i.e. without expectation of benefit.** It can include cash, land or cultural property and “in-kind” donation of services or equipment.
- **Gift of Services/Goods/Equipment in Exchange for In House Sales:** In house sales may be offered in consideration of services/goods/equipment provided.
- Sponsorship occurs when a business makes a donation toward the cost of a charity’s activity or event and, **in return, the charity advertises or promotes the business’s brand, products or services with an expectation of financial gain for the business.**

## Comparison:

Donation	Gift	Corporate Sponsorship
<ul style="list-style-type: none"> <li>• Donation (as detailed below) is made to “Tawatinaw Valley Ski Club”</li> <li>• Westlock County provides a charitable donation receipt which states clearly that it is an official receipt for income tax purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Services/goods/equipment are provided to “Tawatinaw Valley Ski Club”</li> <li>• Agreement is made for the gifter to receive in house goods and/or services.</li> </ul>	<ul style="list-style-type: none"> <li>• Sponsorship is made to “Tawatinaw Valley Ski Club”</li> <li>• Sponsor expects to gain financially</li> </ul>
Tawatinaw Valley completes a Fundraising Receipt Form with donor	Tawatinaw Valley completes a Fundraising Receipt Form with gifter.	Tawatinaw Valley completes a Fundraising Receipt Form or Sponsorship Package with sponsor
Must give approval in writing for public recognition of donation	Must describe the goods and/or services to be received.	Must describe the advertising or promotion which is received as part of the sponsorship

Westlock County has provided the following scenarios of donations that would qualify for a tax receipt:

1. Donated rental or lease payments
  - Company provides Tawatinaw Valley Ski Club with an invoice made out to the ski club with the value of the rental but shows a no charge owing.
  - Tawatinaw Valley Ski Club sends invoice to Westlock County with proof of prior payments (last years’ invoice).
  - Westlock County issues Company a tax receipt for the current calendar year ending December 31 and the process is repeated for following calendar year.
2. Donated equipment
  - Company/private individual provides Tawatinaw Valley Ski Club with a bill of sale or a letter of donated item to Tawatinaw Valley Ski Club, with the value, serial number and comparison values (i.e. black book, dealership appraisal or independent appraiser appraisal) for the item.
  - Tawatinaw Valley Ski Club submits to Westlock County and Westlock County issues Company/private individual a tax receipt.

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### 3. Cash donation:

- Cash donation receipted by Tawatinaw Valley Ski Club member with financial authority (president or general manager).
- Tawatinaw Valley Ski Club submits receipt to Westlock County and Westlock County issues a tax receipt to the individual or organization the receipt is made out to.

In all scenarios, it is important that all paperwork (e.g. bill of sale, invoice, etc.) is made out to Tawatinaw Valley Ski Club and not Westlock County, as Westlock County owns the property and Tawatinaw Valley Ski Club is the operator under the operational agreement.