

Family Services of the North Shore
24th Annual Winter Family Ball
December 6th, 2009



SILENT AUCTION DONATION FORM

Please Complete This Form In It's Entirety

DONOR INFORMATION:

Donor/Business: _____

Contact Name: _____

How do you wish to be acknowledged in the Silent Auction catalogue?

Business name Family name Or Other _____

Address: _____

City: _____ Postal Code: _____

Telephone: _____ Cell: _____ Email: _____

YOUR DONATION:

Who contacted you to request this donation? _____

Package Value \$ _____ (*Donations over \$500.00 will be recognized in our 2009 Annual General Report*).

I **DO NOT** wish to be included in the Annual General Report

Detailed Information of Your Donation (*i.e. product name, restrictions, expiry dates or black out times, vintage, grape varietal, and bottle size for all wine and spirits.*):

Are you including a gift card or certificate? Yes No

(If you are donating gift cards/certificates please refer to the Canada Revenue Services Guidelines below this form)

Are you including props or marketing materials? Yes No If so, do you need them returned Yes No

TAX RECEIPT INFORMATION:

Tax receipt requested? Yes No

To receive a tax receipt for your donation, please mail or fax (604-988-3961) receipts and/or appraisal to FSNS by December 31, 2009. See Canada Revenue Services Guidelines below. For any inquiries regarding tax receipts contact Vivian Martin, FSNS Finance Manager at 604-988-5281.

OTHER INFORMATION:

- Completed donation forms **must be received by October 8, 2009** to be guaranteed inclusion in our Silent Auction Catalogue.
- Upon receipt of your DONATION FORM a FSNS representative will contact you to pick-up your donation.

Thank you for your generous donation.

Family Services of the North Shore
101 – 255 West 1st Street
North Vancouver, Bc V7M 3G8
Phone: 604-988-5281
Fax: 604-988-3961
Web address: www.familyservices.bc.ca



Family Services of the North Shore 2009 Tax Receipt Policy

Family Services of the North Shore (FSNS) and Family Services of the North Shore Foundation (FSNS Foundation) are registered charitable organizations with Canada Revenue Agency. Please be assured that donations received will be receipted where acceptable to CRA. Information on our receipting policy follows. To receive a tax receipt, the appropriate documentation (as outlined below) must be submitted to FSNS office by December 31, 2009.

Donations eligible for tax receipts:

- All Cash Donations
- Gift in Kind Donations (*Non-financial*)
 - ~ Provide invoice or sales receipt showing value of goods
- *Gift Certificate – If a third party goes out and purchases a gift certificate, and then donates that gift certificate to FSNS, then the third party can receive a tax receipt, and should show proof of purchase.*
- Gifts of personal goods (*Paintings, sculptures, wines, antiques, memorabilia*)
 - ~ Under \$1,000 attach supporting information which shows value
 - ~ Over \$1,000 attach an appraisal from a qualified independent appraiser

Donations not eligible for tax receipts:

- Gifts of services (*Lessons, tours, dinner parties and professional services*)
- Gift certificates donated by businesses

For further information, please contact Vivian Martin, Manager of Finance
Family Services of the North Shore, 604.988.5281 or martin@familyservices.bc.ca
#101 – 255 West 1st Street, North Vancouver, BC V7M 3G8 Phone: 604-988-5281 Fax: 604-988-3961

Family Services of the North Shore Foundation
Registered Charity # 864745575RR0001

Family Services of the North Shore
Registered Charity # 119061240RR0001