

**Pass The Torch Gala**  
 Saturday, April 22<sup>nd</sup> 2017  
 Hellenic Community Centre  
 4500 Arbutus Street, Vancouver  
 Tickets: [ptt2017.brownpapertickets.com](http://ptt2017.brownpapertickets.com)



**St. Augustine School**  
 2154 West 7<sup>th</sup> Avenue  
 Vancouver, BC V6K 0E3  
 t 604 731-8024 f 604 731-1712  
[www.faihandfoundation.com](http://www.faihandfoundation.com)

## 2017 PTT GALA DONATION FORM

DONOR INFORMATION	
Donor	Contact (if different from Donor)
Address	City, Province <span style="float: right;">Postal Code</span>
Contact Telephone	Email
ITEM or SERVICE DONATED	
<b>Item Description:</b> (as it is to appear in the auction program). Please provide a full description, include any brochures or marketing material that we may use for display purposes or email logo or digital images to <a href="mailto:passthetorch.donations@gmail.com">passthetorch.donations@gmail.com</a> . If the donated item is for a service, please provide a summary of what the services includes.	
<b>Restrictions:</b> (exchangeability, expiry date, etc)	
<b>Fair Market Value \$:</b> (as stated on receipt):	<b>Item/Certificate attached to this form?</b> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> I will deliver before March 31 to St. Augustine School. <input type="radio"/> I would like item to be picked up on _____ (date)
MONETARY DONATION or SPONSORSHIP	
<b>Cheque Amount</b> <input style="width: 150px; height: 20px;" type="text" value="\$"/>	If paying by Visa or MasterCard:
<b>SPONSORSHIP LEVELS*</b> <input type="radio"/> <b>Community Leader</b> \$5,000 and up <input type="radio"/> <b>Community Partner</b> \$1,000 to \$4,999 <input type="radio"/> <b>Community Supporter</b> \$500 to \$999	Card No. _____ Expiry Date _____ CSV _____
<i>Please make cheques payable to St. Augustine Parish.</i> <i>*Visit <a href="http://www.faihandfoundation.com">www.faihandfoundation.com</a> for details and benefits.</i>	Cardholder Name _____ Date _____ Signature _____
DONATION ACKNOWLEDGEMENT:	
<input type="radio"/> I grant permission to the PTT Committee to acknowledge receipt of my donation in the gala auction catalogue. Donor name as it is to appear in the gala auction catalogue: _____	
OFFICIAL DONATION RECEIPT FOR INCOME TAX PURPOSES:	
Please refer to the <i>St. Augustine Parish – Guidelines for Official Donation Receipts for Income Tax Purposes</i> on the next page. The St. Augustine Parish issues official donation receipts for tax purposes in compliance with the provisions of the Income Tax Act Canada and Canada Revenue Agency guidelines. The decision to issue an official donation receipt rests with the St. Augustine Parish.	
<b>Official donation receipt requested?</b> <input type="radio"/> Yes <input type="radio"/> No (if yes, please attach receipt)	<b>Full name on donation receipt</b> (must be a factual donor of the property): _____
SIGNATURE OF DONOR:	

Completed donation forms can be mailed or dropped off at the St. Augustine's School or emailed to [passthetorch.donations@gmail.com](mailto:passthetorch.donations@gmail.com). **Last day for receiving donations is March 31, 2017.**



For Office use only: Category: \_\_\_\_\_  
 Received by: \_\_\_\_\_

Item Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

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**St. Augustine's Parish – Guidelines for Official Donation Receipts for Income Tax Purposes**

An original receipt for the product being donated MUST be attached to the Donation Form in order to receive a tax receipt. Please note that to be eligible for a tax receipt, all donations of items purchased by a donor must be supported by sales receipts.

- Tax receipts can only be issued for gifts of property.
- Tax receipts cannot be issued for gifts of services.
- Tax receipts can be issued for gift cards or gift certificates only when the items are purchased by a donor from a third party and supported by sales receipts.
- Tax receipts will not be issued to businesses or business owners for gift certificates or gift cards.
- Businesses that donate product from inventory must provide proof of both the regular selling price and the product cost. A tax receipt will be issued for the lesser of the two amounts.
- Donations of personal property (such as paintings, antiques, etc.) require an independent appraisal.

**How did you learn about our school fundraiser?**

- A family with children at St. Augustine's \_\_\_\_\_ (name)
- A St Augustine's Parishioner \_\_\_\_\_ (name)
- A volunteer visited my business
- Other: \_\_\_\_\_