



WINE AUCTION
for
BIG SISTERS of
BC LOWER MAINLAND

Please return auction donation contract by **April 7, 2018**

Return by email to lbogden@bigsisters.bc.ca

Donor Information

Company/Donor Name.....
Please print sponsor name exactly as you wish it to appear in all recognition (Auction Listings, etc.)

Address.....

City.....Province.....Postal.....

Contact Name.....Title.....Phone.....

Email.....

Solicitor Name.....
We appreciate knowing who helped obtain this donation

Donation Description

My donation will be in the form of a Gift Certificate Merchandise Item

Description of Donation (A complete and accurate description enables us to properly describe and publicize your donation in our auction listing.)

Fair Market Value of Item \$.....GrapeJuice reserves the right to confirm any valuation with an independent appraisal.

Restrictions (Please list any restrictions pertaining to this donation):.....

Delivery Information

Item is enclosed

Item to be delivered to McNeill Nakamoto (Suite 407-860 Homer Street, Vancouver, V6B 2W5) by:

Item to be delivered to Big Sisters of BC Lower Mainland (34 East 12th Ave, Vancouver, V5T 2G5) by:

Please note that the GrapeJuice office is unable to pick up any gift certificate or related display materials. Donors lend us display materials at their own risk; Big Sisters of BC Lower Mainland is not liable for any damages that may incur. Your donated item and any related display materials must be received by the GrapeJuice office no later than **April 7th, 2018**

Donation Agreement

The donor hereby agrees to donate the above item to Big Sisters of BC Lower Mainland (BSBCLM) for the purposes of the 2018 Grape Juice event and to provide the item directly to the successful bidder or as determined by BSBCLM. BSBCLM reserves the right to package the item with others, or to return any item to the donor in which case this agreement with be cancelled. If, as is rarely the case, an item is not bid upon, the item may be included in other BSBCLM auctions with proceeds going to Grape Juice. Alternately, the item may be given as a recognition award at a BSBCLM Volunteer event. In fairness to all of our generous donors, we cannot offer specific placement of auction items. BSBCLM adheres to Privacy Legislation; therefore we cannot divulge buyer information.

My donation may not be used in other BSBCLM auction events. My donation may not be used as a volunteer recognition award.

Donation authorized by:
 Printed Name Signature Date

 Position Phone number (if different from above)

Tax receipt eligibility is based on Canada Revenue Agency regulations – please see Tax Receipting Guidelines for Auction Donors on the reverse (or second page) of this contract for more information. Tax receipt required

Cash Donation

We are not able to donate an item for the GrapeJuice Auction this year, but would like to make a contribution to Big Sisters of BC Lower Mainland in the amount of \$..... We have enclosed a cheque payable to Big Sisters of BC Lower Mainland in the amount indicated above.

Big Sisters of BC Lower Mainland Registered Charity Numbers: Canada 118809409RR0001



Tax Receipting Guidelines for Auction Item Donors

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For donations of items or gift certificates valued at \$25 or above, charitable tax receipts can only be issued in accordance with Canada Revenue Agency (CRA) regulations and upon receipt of all required documentation, such as a sales receipt or appraisal. If you wish to receive a charitable tax receipt for your donation, please complete this donation form.

Big Sisters of BC Lower Mainland may issue a tax receipt for the following donated Auction items:

Tangible, Material Goods

Big Sisters of BC Lower Mainland may issue a tax receipt for the market value of a donation of tangible, material goods. E.G. ABC Electronics donates an iPad to the Luminary Award Soirée auction.

Gift Certificates that are NOT donated by the Issuer

Big Sisters of BC Lower Mainland may issue a tax receipt for the donation of a gift certificate when the donor has purchased the gift certificate and then donated it. E.g. An individual purchases an ABC Electronics gift certificate and then donates it to the Luminary Award Soirée Auction.(i.e. The donor is not also the issuer.)

Documentation required from the Donor if a tax receipt is requested:

All Gift-in-Kind items

The donor must supply proof of the current fair market value of the purchased/donated item by providing an itemized invoice, or sales receipt, or copy of a catalogue page or advertisement clearly showing the current fair market value of the donated item. If proof of current fair market value is not available, Big Sisters of BC Lower Mainland requires an appraisal. For items worth \$1,000 or more, an appraisal from a qualified independent appraiser is required. In order to be eligible for a tax receipt, the item purchased must be new, and must be in original wrapping and/or have all sales tags attached. Some exceptions may be made for items such as wine, artwork and jewelry.

Art, antiques, jewelry or rare and unusual collectibles

The donor must supply proof of the current fair market value of the donated item by providing an appraisal of the donated item. The appraisal must be done by a third-party appraiser who is qualified to appraise the donated item. The appraisal must be an original document on the appraiser's official letterhead and show the appraiser's name, address and qualifications.

Big Sisters of BC Lower Mainland cannot issue tax receipts for the following donated auction items:

Donation of Services

Big Sisters of BC Lower Mainland cannot issue tax receipts for donated services (time, skills or effort) because services are not considered to be tangible property. Examples of other services include hotel accommodation, event set-up, entertainment, air miles, loaned vacation property, desk top services or moving services.

Gift Certificates Donated by the Issuer

Big Sisters of BC Lower Mainland **cannot** issue a tax receipt for a donation of a gift certificate if the donor is also the issuer. (Eg. ABC Electronics donates an ABC Electronics Gift Certificate to the Auction).

If you wish to receive a tax receipt, please complete the information below attach necessary documentation.

I wish to receive a tax receipt under the following category:

- Donation of tangible material goods
- Donation of a gift certificate NOT donated by the Issuer

.....
Signature

.....
Date

.....
Name to appear on tax receipt (Business and/or owner)