

# Auction Donation Confirmation Form

## CONTACT DETAILS:

Donor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Authorized Donor: \_\_\_\_\_

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## ITEM DETAILS:

Item Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Item Value: \$ \_\_\_\_\_ Do you wish to be receipted? Yes  No

*Please note: If you wish to have a tax receipt for your donation appropriate documentation of your donation's value must be sent with this form. Appropriate documentation is a receipt, purchase order or appraisal as per Canadian Revenue Agency guidelines.*

- I prefer to make a cash donation. Please accept my donation of \$ \_\_\_\_\_ which I would like to go towards Lansdowne Children's Centre.

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## DONATION CHECKLIST

- Auction Donation Confirmation Form returned **prior to October 7<sup>th</sup>, 2016.**
- Delivery (or arrangements made for pick-up) of donation to Lansdowne Children's Centre **no later than October 14<sup>th</sup>, 2016.**
- I have emailed my contacts and directed them to go to [www.lansdownecentre.ca](http://www.lansdownecentre.ca) to get more information and support this worthy cause.



**Erin Helmer, Fund Development Officer**  
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Please note that the Lansdowne Children's Centre Foundation follows all Canadian Revenue Agency rules and regulations. If you would like more information regarding the CRA guidelines and your organization's eligibility for a charitable tax receipt please visit <http://www.cra-arc.gc.ca/E/pub/tg/p113/p113-e.html>.