



CASH DONATION FORM

Completed By _____ Date _____

<input type="checkbox"/> Company <input type="checkbox"/> Individual		Is this gift being made in <input type="checkbox"/> honour or <input type="checkbox"/> memory of someone?	
Donor/Company Name (with contact name and title):		Name of person being honoured or remembered?	
Street Address:		To whom should acknowledgement card be sent?	
City, Province:		Street Address:	
Postal Code:	City, Province:	Postal Code:	City, Province:
Telephone:		Personal message on card (optional):	
Email Address:			
<p>Consent <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>On July 1, 2014, Canada's new anti-spam law came into effect. By selecting YES, you will receive your Tax Receipt electronically and will continue to receive information about our future campaigns by email. You can always withdraw your consent at any time by sending us an email.</p>			

Donation to Be Directed To:

- ☐ Greatest Need – direct to programs and supports with the greatest need
☐ Heal Fund – therapeutic programs and supports for children who have experienced trauma
☐ Learn Fund – scholarships and educational supports for children in foster care
☐ Grow Fund – wishes and opportunities (e.g. summer camp, backpacks, culture, arts or sports activities) for vulnerable children.
☐ Other _____ (please specify)

Donation Inspired By (check if applicable):

- ☐ Tree of Hope ☐ Holiday Support ☐ Backpack Campaign ☐ SmileMaker ☐ Hot Shots ☐ Other _____

Donation Method:

One Time Gift Amount: \$ _____ Require a Tax Receipt? ☐ Yes ☐ No (tax receipt will be issued for \$20.00 and above)

Monthly Gift Amount: \$ _____ ☐ credit card or ☐ void cheque

Method of Payment:

☐ Cash or ☐ Cheque Received: ☐ Yes ☐ No ☐ If No, it will be sent by _____ (date)

Please make cheque payable to: **Family & Children's Services Foundation**
and mail to: **65 Hanson Avenue, Kitchener ON N2C 2H6**

☐ Credit Card: ☐ Visa ☐ MasterCard ☐ American Express

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Expiry Date:

M	M	Y	Y
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 Card Security Code:

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Card Holder's Name (Please Print) _____

Card Holder's Signature: _____ ☐ Called In

2019 Donation Receipt Guidelines

Family & Children's Services of the Waterloo Region Foundation thanks its outstanding donors for their generosity and support of our mission to build relationships with families and communities for the well-being and safety of children and youth. Donations received from our community help to ensure that programs and services not supported by government funding will continue to serve the needs of local families and children.

Cash Donations

Cash donations help support the greatest needs of our charity's beneficiaries. Official donation receipts will be issued for cash donations of *\$20 or more*. An official donation receipt is subject to particular requirements under the Income Tax Regulations including identification that it is an official receipt for income tax purposes. Donors who've pledged online at www.facswaterloo.org will receive electronic tax receipts by e-mail within minutes of making their donation. Manual donation tax receipts are sent out as soon as possible.

Gift in Kind Donations

Gifts in Kind (non-cash items) are gratefully accepted following our review of acceptable products that may support the needs of our charity's beneficiaries. Due to space shortage and costs associated with processing, storing, and preserving materials, Family & Children's Services Foundation can only accept items that meet the current needs of our clients. Note: *We are only able to accept donations of new items*. For infection control and allergy reasons, we are not able to accept gently used or previously owned items.

GIFTS IN KIND **ELIGIBLE** FOR TAX RECEIPT

- Tax receipts are issued upon request only for individuals donating unwrapped items valued at *\$250.00 or more*.
- If you are an individual, please review and complete the Gift In Kind Donation Form (one individual per form). If you are part of a group, please see next section.
- To issue a charitable donation tax receipt to an individual, we require official documentation (i.e. a sales receipt) or an independent appraisal of the item's fair market value.
- HST cannot be included in your donation tax receipt; you must deduct the HST from your sales receipts prior to calculating the value of the official donation tax receipt.
- Gift cards donated to the Foundation that have been purchased by an individual are eligible for tax receipts provided the value meets the criteria above.

GIFTS IN KIND **NOT ELIGIBLE** FOR TAX RECEIPT

The following gifts in kind *do not qualify* as charitable donations under the *Income Tax Act*:

- Group donations of gifts in kind (non-cash items) that are pooled together are not eligible for a tax receipt to one or more individuals*
- Gifts of professional or personal services of an individual. Contributions of services do not qualify as gifts for purposes of issuing official donation receipts. Accordingly, a charity cannot issue an official donation receipt for services rendered free of charge.
- When a donation of product or service by a company results in a material benefit to the business such as promotion or advertising, there has been no gift at law, and the charity cannot issue an official donation receipt.
- A payment for a lottery ticket or other chance to win a prize is not a gift.

All gifts are gratefully acknowledged. If required, business receipts can be issued upon request. These are not charitable tax receipts.

**We appreciate the understanding of our donors with this change in 2017 following CRA recommendations.*

How we use our Donations

Families, children and youth are supported by community dollars all year round. More information about how we spend charitable dollars can be found at www.facswaterloo.org. Our Charitable Registration Number is 885346817RR0001.

Privacy

We take the privacy of the children and families we serve very seriously. We cannot identify any of the children or families that benefit from your donations. Thank you for understanding.