



THE BEST FOUNDATION
BUILDING EDUCATIONAL SUCCESS TOGETHER
 Registration No. 119142842RR0001

Donation Form

Please see reverse for completion directions

Donor Information (please print or type)

Name			
Mailing Address			
City			
Province		Postal Code	
Telephone (home):		(business):	

Donation Information

1. What date was the donation made? _____
2. Is the donation to be directed to a specific school, program or project?
 Yes – Please specify: _____
 No
3. Is this a cash gift?
 Yes – Please specify amount: _____ Enclosed Deposited at school
 No
 If donation deposited at school, **MUST** provide proof of donation (copy of cheque, receipt etc)
4. Is this a new in-kind gift?
 Yes – What is the nature of the in-kind gift? _____
 What is the fair market value of the in-kind gift? _____
 How was the fair market value determined? _____

 No
5. Is this a used in-kind gift?
 Yes – What is the nature of the in-kind gift? _____
 What is the fair market value of the in-kind gift? _____
 How was the fair market value determined? _____

 No
6. Is an income tax receipt required?
 Yes No

 Donor Signature Date

For Office Use Only:	
In-kind Gift Received:	_____
Signature of Principal	Date
In-Kind Gift Accepted <input type="checkbox"/>	_____
In-Kind Gift Declined <input type="checkbox"/>	_____
Signature of District Official	Date

*Return this form and receipts, as required, to the Assistant Secretary-Treasurer at the
 Mission School District Office, 33046 Fourth Avenue, Mission, BC V2V 1S5
 Phone: 604.826.6286 Fax: 604.826.7385*

BEST Donation Form – Completion Instructions

Please complete all questions.

Date of donation

- This is the date the cash or in-kind gift was received.
- It is not:
 - The date the donation was promised.
 - The date the cash was deposited.
 - Any other date different than the date of receipt.

Donor Information

- Please ensure all fields are complete and accurate.

Cash Donations

- Please indicate if the donation has been deposited in the school's bank account.
- If donation deposited at school, must provide proof of donation
- If the donation is to be deposited at District Office, please attach the cheque to the donation form.
- Cheques must be made payable to School District #75 (Mission).

New In-Kind Gifts

- A new in-kind gift must have a fair market value of at least \$25 before a tax receipt will be issued.
- Documentation verifying the value of the gift must be attached to this form. The original purchase receipt is acceptable.

Used In-Kind Gifts

- A used in-kind gift must have a fair market value of at least \$200 before a tax receipt will be issued.
- A gift with a fair market value of less than \$1,000 may be appraised by a qualified district employee. The employee's written appraisal must be attached to this form.
- A gift with a fair market value of \$1,000 or greater must be valued by a qualified independent appraiser. A written appraisal must be attached to this form.

Acknowledgement of Receipt

- The school principal must sign the form (in the "For Office Use Only" section) indicating that the in-kind gift has been received. This applies to new and used in-kind gifts.