



## AUCTION ITEM DONATION

One-third of children in Canada are unable to participate in organized sports or recreational activities due to financial barriers. Athletics for Kids is determined to change this.

In late spring 2016, Athletics 4 Kids will host our Annual A4K Fundraising Gala, an evening that has raised almost \$850,000 over the past 14 years. These funds have allowed A4K to provide financial assistance to almost 5,500 children and youth who would otherwise not have the opportunity to participate in the sports they love.

This year's Gala will be held on Friday, May 6th, 2016 at the Hollyburn Country Club in West Vancouver, and will attract over 300 guests consisting of business professionals, community influencers, and A4K's many supporters.

**With this letter, we are asking for your support of our 2016 Gala by contributing an item, service or experience to our silent or live auction.**

To help us maximize our fundraising efforts, we are seeking silent auction items with a minimum value of \$100 and live auction items with a minimum value of \$1,500. In order for us to promote these auction items, we are requesting your commitment by March 21st, with items available to the A4K offices by April 15th, 2016.

### **Auction Donor Benefits**

- Your company will appear in 300 event programs
- Your donated item or service will be described next to its display on the auction tables
- We are happy to display pre-approved promotional materials for any items or services valued over \$250
- For live auction items, pre-event media exposure, company logo and item description will appear in the program and on 2 video screens while it is auctioned
- Donated items may be eligible for a tax or business receipt (see attached donor form)

To make a donation to our auctions, or if you are interested in becoming an event sponsor, please contact our Executive Director Sandy Hancock at 604-221-7529 or [info@a4k.ca](mailto:info@a4k.ca).

By putting BC kids in the game, we help them realize their potential both on and off the field! Thank you for your consideration and support of Athletics 4 Kids.

Sincerely,

*Craig Knapton*

A4K Director/Gala Committee Chair



## CANADA REVENUE AGENCY RECEIPTING POLICY

### Eligible for Charitable Tax Receipt:

#### All cash donations (by cash, cheque, or credit card)

- Gift in Kind donations (non-financial), however donor must provide an invoice or sales receipt showing the fair market value of the goods
- Note that Gift in Kind does not constitute a service (e.g. lessons, tours, dinner parties and professional services from donor's own company or business)

#### Gifts of personal goods (paintings, sculptures, wines, antiques, memorabilia)

- Under \$1,000 attach supporting information which shows value
- Over \$1,000 attach an appraisal from a qualified independent appraiser

### Eligible for Business Receipt:

#### Corporate sponsorships

**Gift in Kind (GIK) from a business inventory:** Must have supporting fair market value documentation (e.g. sales receipt or company invoice marked 'do not pay')

### Not eligible for Tax Receipts:

**Gifts of services** (lessons, tours, dinner parties and professional services)

**Gift certificates** donated by businesses

### Issuance of Receipts:

Please allow 60 days from day of event for receipts. All proceeds and all supporting documentation for the event must be received and reconciled by Athletics for Kids before any receipts can be issued

**Guidelines are subject to change as Athletics for Kids changes its policies. A4K reserves the right to determine eligibility for receipting purposes.**

### Thank You From:

#### Athletics for Kids

Suite 219 - 901 3rd St. West  
North Vancouver, BC V7P 3P9  
Tel: 604-221-PLAY (7529)  
Email: info@a4k.ca  
www.a4k.ca



## SILENT AND LIVE AUCTION ITEM DONOR FORM

Kindly complete this form and submit it along with your donation

I would like to be publicly recognized for my donation:  Yes  No

A4K Contact: (Board or Committee Member) \_\_\_\_\_

Donor name (as you would like to be recognized in program): \_\_\_\_\_

Contact name: \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (work) \_\_\_\_\_ (home) \_\_\_\_\_

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

Detailed description of item(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Retail dollar value of item before taxes: \$ \_\_\_\_\_

Limitations and/or restrictions on item/experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Unless otherwise noted here, all donations are valid until May, 2017)**

Donor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Would you like a tax receipt for the eligible portion of your donation as stipulated by Canada Revenue Agency?\*  Yes  No

For pick up of your donation(s), please contact a4k office at 604.221.7529

\* Please note that tax receipts will be issued only where permitted by Canada Revenue Agency. Proof of the fair market value of the item must be provided. Please attach receipts, or an invoice with a zero balance; some items may require independent appraisals. Tax receipts cannot be issued for gift certificates related to the donor's own business. Please note that Athletics for Kids is required to follow all CRA guidelines in regards to the issue of tax receipts. Please see next page of this form for details.