



## Auction Donation Form

Donor Name (as you wish it to appear on promotional materials): \_\_\_\_\_

Business Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING FOR YOUR DONATION TO BE VALID.**

1. Detailed description of item: *(including quantity, size, colour, restrictions--such as blackout dates)*

(use separate paper if nec.) \_\_\_\_\_

\_\_\_\_\_

2. Retail Value: \$\_\_\_\_\_ **Please attach documentation to this form that substantiates value.**

**3. Important receipting information:** *Receipt of acknowledgement will be issued for business donors in accordance with CRA regulations AND substantive proof of value. Substantive proof of value may include a sales receipt, 3rd party appraisal, brochure or catalogue listing (see reverse). DOCUMENTATION MUST ACCOMPANY THIS FORM.*

OR  I do not wish to receive a tax receipt or business acknowledgement receipt for this donation.

4. Materials to help market or describe the item are enclosed  OR will follow  on \_\_\_\_\_

5. By participating in the auction, you agree to defend, indemnify and hold NSA harmless from any claim by the successful bidder relating to the auction item you contribute. NSA reserves the right to combine items.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

***Thank you for your support!***

**NATIONAL SKI ACADEMY**

200 Oak Street

Collingwood, ON L9Y 2Y1

Phone: 705-444-1617 General Email: [info@nsa.on.ca](mailto:info@nsa.on.ca)

## **Gift-In-Kind Donations and Receipt Eligibility**

### **A Guideline for National Ski Academy (NSA) Event Volunteers and Donors**

**These guidelines are subject to change as per CRA changes and/or changes to NSA Policy.**

#### **1. Gifts from a business.**

Businesses will receive an acknowledgement receipt that can be used as proof of an expense, as a cost of doing business. We cannot issue a tax receipt to an individual for a donation made by a business. For example, the business owner does not receive a charitable tax receipt in their name for their personal use. We do not issue charitable tax receipts to businesses.

#### **2. Gifts of gift certificates.**

We are able to issue a charitable tax receipt to an individual when the donor is **not** the owner of the business and/or the issuer of the gift certificate. If a retailer were to donate the gift certificate directly to NSA, they would receive an acknowledgement of the gift which they may use as proof of expense as a cost of doing business.

In addition, the gift certificate must be flexible in that it does not expire within an unreasonable timeframe, restrict the purchaser to specific merchandise or be of only nominal value in comparison to merchandise at the store i.e. a \$50 gift certificate at a car dealership.

#### **3. Gifts of services.**

Gifts of services are not eligible for a tax receipt. Examples of this type of gift would be the donation of printing, spa, personal training, design, consulting or other similar professional services. The donor will receive benefit in the form of advertising and recognition and will receive an acknowledgement of the gift which they may use as proof of expense as a cost of doing business.

#### **4. Gifts requiring a third party appraisal.**

Gifts-in-kind must be valued on the basis of 'fair market value' – the highest price attainable in an open market.

If the value of a gift is anticipated to have a fair market value greater than \$1,000, we require an independent appraisal performed by a professional qualified in the appropriate specialty, to determine the value. The donor will be responsible for the costs associated with the appraisal. The appraisal must be less than one year old.

For gifts-in-kind under \$1,000, the fair market value can be established with information from the donor.

#### **5. Gifts of artwork.**

Per CRA regulations, NSA considers any work donated by an artist as a gift from their inventory, and therefore not eligible for a tax receipt. The donor can assign a fair market value and would then use that value of proceeds of disposition to determine their business income, and would also be used to calculate the business tax credit.

We will provide the donor with an acknowledgement letter referencing the reported value of the gift. The donor will also receive recognition for the gift at the event.