

Gift In Kind Donation Form

Donations of material goods are called “gifts in kind.”
These contributions are very valuable in helping to stretch our budget and better serve our clients.

Donor Information		
Last Name	First Name	Title
Organization		
Home Address		
City	Postal Code	
Preferred Email	Home Tel	

Step 1	Gift Description
	<input type="checkbox"/> Food <input type="checkbox"/> Toys / Games <input type="checkbox"/> Clothing <input type="checkbox"/> Personal Hygiene <input type="checkbox"/> Household Items <input type="checkbox"/> Furniture / Appliance <input type="checkbox"/> Diapers / Formula <input type="checkbox"/> Public Company Shares <input type="checkbox"/> Gift Card <input type="checkbox"/> Computer Hardware <input type="checkbox"/> Other (please specify)
	Please provide a brief description of your donation: Value: \$

Step 2	Program Designation (please choose which program area you would like your donation to go to)
	<input type="checkbox"/> Early Years <input type="checkbox"/> Youth Services <input type="checkbox"/> Family Services <input type="checkbox"/> Senior Services <input type="checkbox"/> Immigrant Services <input type="checkbox"/> Christmas Sharing <input type="checkbox"/> Fundraising <input type="checkbox"/> Administration <input type="checkbox"/> Wherever would be best used <input type="checkbox"/> Other (please specify)

Step 3	Charitable Receipt Option
	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, invoice or sales receipt must be attached confirming value of item.
	Chilliwack Community Services follows CRA guidelines in the Issuance of charitable tax receipts. Please contact Shirley Triemstra, Fundraising Coordinator at 604.793.7221 or triemstras@comserv.bc.ca to discuss whether a tax receipt is applicable.

Donor Signature:	Date:
------------------	-------

For CCS Use Only	Signature approving data entry			CCS Receipt #	Amount \$	
				Date issued:		
	Journal Entry Type <input type="checkbox"/> Gift <input type="checkbox"/> Contact	Fund	Approach	Campaign	Notes/GL #	Payment Type In Kind