

Gift In Kind Donation Form

Donations of material goods or professional services 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 Mr.
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"/> Service / Labour <input type="checkbox"/> Gift Card <input type="checkbox"/> Computer Hardware <input type="checkbox"/> Other <i>(please specify)</i>
	Please provide a brief description of your donation: _____ Value: \$ _____

Step 2	Program Designation <i>(please choose which program area you would like your donation to go to)</i>
	<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"/> <input type="checkbox"/> Wherever would be best used <input type="checkbox"/> Other <i>(please specify)</i>

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 Karin Massar, Fund Development Officer at 604.793.7221 or massark@comserv.bc.ca to discuss whether a tax receipt is applicable.

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