

## General Donation Form

This document verifies that a \_\_\_\_\_ at a total value of \$ \_\_\_\_\_ was donated to the Richmond Board of Education.

The purpose for which I would like this item used is to assist:

\_\_\_\_\_  
(Name of School)

The Board will seek to fulfill the intent of this donation in compliance with the School Act and its Regulations, the Income Tax Act, and its Regulations, and with the Board Policy and Regulations. Donations can be subject to a general direction but decisions regarding specific beneficiaries of one of its established programs must be the exclusive responsibility of the Board.

Whenever possible, the contribution will be distributed either to the school specified by the contributor or to the Board's general operating funds.

Donations made to the Board to support a specific child's participation in an activity or tour will not be receipted by official tax receipts for Income Tax Purposes.

**Signature of donor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Is an official receipt for income tax purposes required?

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If yes, please provide the following information: (PLEASE PRINT)

**Name:** \_\_\_\_\_

**Street:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Province:** \_\_\_\_\_ **Postal code:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

Thank you for your support of School District No. 38 (Richmond)