



**PGI Golf Tournaments for Literacy  
founded by Peter Gzowski**

**September 21 & 22, 2010  
Country Hills Golf Club**

**Silent Auction & Team Prize Donations**

Donor \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Tax receipt required:     Yes     No    Signature \_\_\_\_\_

A written invoice marked "PAID" is required to issue a charitable tax receipt.  
Appraisal required for art work valued in excess of \$1,000.

Item(s) donated \_\_\_\_\_  
\_\_\_\_\_

Detailed description \_\_\_\_\_  
\_\_\_\_\_

Are there any conditions or restrictions? (e.g., number of people, time of year, excluded dates, etc.)

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

I would like my donation to be used for:

- Silent Auction
- Team Prize
- Skill Prize

In the Calgary PGI Golf Tournament for Literacy program, I wish to be recognized as:

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**Please return to:**

Calgary Learning Centre  
3930 20 Street SW  
Calgary AB T2T 4Z9

Fax 403 686 0627

PGI@calgarylearningcentre.com



**Donor Recognition**

- ✦ Recognition in event program
- ✦ Item displayed with donor recognition

Charitable tax receipt issued for cash donations and gifts in-kind with submission of required documentation

**Gift Certificate or Letter of Entitlement**

When applicable, a gift certificate or letter of entitlement written on company letterhead should be provided by the donor. Special restrictions (such as number of people, time of year, excluded dates) should be noted. The original copy of the gift certificate or letter of entitlement will be presented to the successful bidder.

**Charitable Tax Receipt Information**

Revenue Canada regulations state that “all gifts donated for a charity auction may be receipted if their value can be determined”. Charitable tax receipts can only be issued if invoices for the donated items are made out to the Calgary Learning Centre and are marked “paid”. Invoices and artwork appraisals (required if art is valued at \$1,000 or more) must accompany donated items.

There are many Revenue Canada regulations regarding the issuing of charitable tax receipts including the value of in-kind contributions. In some cases it may be advantageous for the donor to regard a contribution as a business/promotional expense rather than a tax-receipted charitable gift.

Solicitor \_\_\_\_\_

Date \_\_\_\_\_