



## GENERAL DONATION FORM

Please find enclosed the sum of/an in kind donation in the amount of \$\_\_\_\_\_ donated to Walter Lee Elementary School, a school operating within the Richmond Board of Education.

The purpose for which I would like this donation used is to assist: PAC Supported Projects.

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*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 Board Policy and Regulations. Donations can be subject to a general direction by the donor, 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. Funds not directed to the school will be held in trust by the Board.*

**To be completed by the Donor:**

In accordance with Canada Revenue Agency guidelines for registered charities, by my signature below, I understand that this donation has not been made to support a specific child's participation in an activity or tour, nor is it for the benefit of a specific person or family.

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: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Please make your cheque(s) payable to:

Walter Lee Elementary  
9491 Ash Street, Richmond, BC V7A 2T7

Thank you for your support of Walter Lee Elementary School, and the Richmond Board of Education.