



Dear QMS Community Member,

We are excited to announce that the 2024 QMS Gala will be on **Saturday, February 24, 2024** in Founders' Hall and this year's theme is *Prom Through the Ages*. This evening of fundraising and fun is attended by a diverse and influential group of people including QMS parents, alumni, staff and prominent business community members. Funds from this year's Gala will make a profound difference for our students in our effort to build strong minds and bodies through physical fitness and movement.

A new fitness 'Sprung structure' has been purchased and a location selected, however, before we can open the door for our students, we need to raise funds to pour a concrete foundation, assemble the structure and ensure proper heating and ventilation systems are installed. This additional building will be utilized by students of all ages, from Preschool through Grades 12 as a space to engage in calisthenics, stretching, lifting weights, running on treadmills and much more.

Alongside the fitness structure, our plan is to revitalize the chip trail for student use and gardens of native plants to encourage our bee population while supporting our focus on environmental stewardship.

The Gala Committee requests your support in achieving our fundraising goal. We are in search of items for our silent and live auctions, such as; activity experiences, gift cards, consumable goods, lifestyle items, landscaping materials and services, household decor, outdoor living and more. This event is a wonderful way to meet members of the community, parents and faculty. For business owners, the QMS Gala it is an excellent opportunity to network and promote your business.

Thank you so much for being a part of this exciting new venture.

My best,

A handwritten signature in blue ink, appearing to read "David Robertson".

David Robertson
Head of School



2024 QMS Gala Donation Form

Donor/Business Name (please print): _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Email: _____

For Businesses only: Contact name: _____

DONATION

1. **ITEM:** Fair Market Value (does not include taxes): \$ _____

Description (Please provide as much detail as possible) _____

2. **CASH DONATION** Amount \$ _____

Payable by: Cash Cheque

Charge to Credit Card on file in the Finance Office Charge to Credit Card below

Visa MasterCard American Express

Credit Card Number: _____ Expiry: _____

Name on Credit Card : _____

TAX RECEIPTS will be not be issued for any auction item donations unless requested.

If a tax receipt is required, please attach your sales receipt or appraisal.

Please see reverse for more information.

Please return this form to the Administration Office at Queen Margaret's School or scan it to events@qms.bc.ca

*no later than **February 1, 2024** for inclusion in our auction program.*

For more information, phone 250.746.4185 ext. 105 or email events@qms.bc.ca.



TAX RECEIPTS - Donation Receipt Guidelines

If a Charitable Donation Receipt is required please provide the following information at the time the donation is made.

1. DONATIONS BY INDIVIDUALS

- a) **Cash Donations**—receipts will be issued for all cash donations \$20 and over.
- b) **Goods Purchased**—please provide sales receipts for goods purchased showing the business name, address and purchase price. Receipt will be issued for an amount not including sales taxes.
- c) **Personal Goods** (paintings, jewellery, antiques, etc.)
 - For items worth \$1,000 or more please provide a current appraisal from a qualified independent appraiser as to the fair market value, as of the date the gift is received by the School.
 - For items under \$1,000 a QMS staff member will be responsible for determining fair market value, as per CRA guidelines.
- d) **Gift Certificates**—please ensure the value is clearly indicated on the certificate or include sales receipt of purchase.
- e) **Services** (lessons, tours, dinner parties, professional services, cruises, vacation properties, etc.) – A cheque exchange is required in order for a receipt to be issued, i.e. QMS can purchase the services from the donor and the donor voluntarily donates the funds back to the school.
 - the donor invoices the school at the fair market value
 - the school issues a cheque to the donor in payment of services “purchased”
 - the donor endorses the cheque and returns it to the school as a cash donation
 - a charitable donation receipt can then be issued

Note: We cannot issue receipts for the “value of time” spent by a donor unless it is a service for which a defined charge is usually made in which case the cheque exchange process applies. Expenses associated with the delivery of the ‘donated service’, i.e. cost of supplies for a private dinner or similar out-of-pocket costs are eligible for a charitable donation receipt by a cheque exchange if the appropriate receipts are attached.

2. DONATIONS BY BUSINESSES

- a) **Goods, Certificates and Services**—Charitable Donation Receipts are not ordinarily issued to companies or unincorporated businesses. These types of entities are already able to deduct the cost as a business expense. However, if a receipt is preferred, the School can do so, but a cheque exchange is required.
 - the business issues an invoice to the School for the fair market value of the item or certificate
 - the School issues a cheque to the business in payment of goods and services
 - the business issues a cheque for the same amount as a cash donation to the School
 - a charitable donation receipt can then be issued
- b) **Sponsorship**

Where a business donates to the School and receives a material advantage, such as promotion or advertising, the School cannot issue a Charitable Donation Receipt, as the donation is not a gift at law. For taxation purposes, the business can use the cost of the donation as an advertising expense.

For further information or clarification contact: Thango Vu, Director of Finance & Operations at tvu@qms.bc.ca or 250-746-4185 ext. 103