



Dear QMS Community Member,

On behalf of Queen Margaret's School, I am so excited to announce that the 2025 QMS Gala will be on **Saturday, March 1, 2025** on campus in Founders' Hall with this year's theme, *The Spirit of QMS!* The Gala is a beloved QMS tradition and our premier fundraising event. This is a meaningful opportunity for our entire community to come together, celebrate our collective spirit, and work towards building an even stronger future for all. As this is the final year of David Robertson's Headship, we wish to acknowledge his dedication towards a QMS education. Proceeds from this year's Gala will support our efforts to raise funds for Financial Aid and make a profound difference for our student population and community.

Under David's leadership, QMS emerged from the pandemic with renewed energy and vitality. One of his goals was to ensure that a QMS experience remains accessible to exceptional students. Support from Financial Aid allows us to maintain the socio-economic diversity that is fundamental to the QMS that we strive for. Together, we are creating a school where young people will grow into confident human beings of character and compassion and live our values of Be Curious, Be Kind, Be Brave and Be You.

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 is an excellent opportunity to network and promote your business.

Thank you for taking the time to review this package and considering a donation towards the 2025 QMS Gala. Your support helps us create meaningful opportunities for our community, and we deeply appreciate your commitment to making this event a success. We look forward to working together to celebrate the spirit of QMS.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary DeLury". The signature is fluid and cursive.

Mary DeLury, QMS Board Chair



2025 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 7, 2025** 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