



Background

The Calgary Girls Charter School appreciates charitable donations in support of the school.

Procedures

1. Charitable donations can be cash, or new or used objects.
 - 1.1 All cash donated to the school shall be receipted, recorded and accounted for in the appropriate manner including a clear indication of the purpose for which the donation is made.
 - 1.2 All requests for an official tax receipt shall be forwarded to the Secretary-Treasurer accompanied with supporting documentation including a photocopy of the original receipt and the purpose for which the donation is made. Official tax receipts will only be issued when the amount of the donation is in excess of one hundred dollars(\$100).
 - 1.3 All new merchandise donated to the school is to be accompanied with an original sales invoice to determine the value of the donation. Merchandise that does not meet the school's standard or is not compatible with existing equipment shall not be accepted.
 - 1.4 All used merchandise donated to the school shall follow the same procedure as 1.3 above. If an official tax receipt is requested, the donor will provide an independent appraisal satisfactory to the Secretary-Treasurer.
 - 1.5 All merchandise donated to the school shall become the sole property of the school.
 - 1.6 Where a donor places a specific condition on the use of any donation, the school will endeavor to comply with the wishes of the donor, but reserves the right of final decision over the use of that donation.

2. The repair and maintenance of donated items are the responsibility of the school.

Reference:
Education Act, s. 52, 53, 54, 68, 197, 222
Societies Act
Income Tax Act