



Auction Donation Contract

The 14th Annual Canadian Cancer Society Diamond Ball
Saturday, April 10, 2010 - Fairmont Hotel Vancouver

To ensure Auction Catalogue inclusion, please return contract by Dec 31, 2009

Fax to 604.215.5463 or mail to Diamond Ball, 230 - 3689 East 1st Avenue, Vancouver, BC V5M 1C2

Donor Information

Company/ Donor Name _____
Please print donor name exactly as you wish it to appear in all recognition (Auction Catalogue, etc.)

Address _____ **City** _____ **Prov** _____

Postal Code _____ **Phone # for Diamond Ball Auction Catalogue Directory** _____

Contact Name: _____ **Contact Phone:** _____

Contact Email: _____

Donation Description

My donation will be in the form of a Gift Certificate Merchandise Item

Description of Donation: A complete and accurate description enables us to properly describe and publicize your donation in our auction catalogue. Please include the size and weight of the donation.

Fair Market Value of Item \$ _____ The Diamond Ball reserves the right to confirm any valuation with an independent appraisal.

Restrictions (Please list any restrictions pertaining to this donation. Unless otherwise specified, all donations will expire on May 1, 2011.)

Delivery Information:

My Gift Certificate/Item is enclosed

I will mail/deliver it by _____ (Date)

Please note that the Diamond Ball office is unable to pick up any gift certificates or related display materials. AQ donors lend us display items at their own risk; CCS is not liable for any damages that may incur.

Your donated item and any related display materials must be received by the Diamond Ball office no later than March 15, 2010.

Donation Agreement

The donor hereby agrees to donate the above item to the Canadian Cancer Society (CCS) for the purposes of the 2010 Diamond Ball Auction and to provide the item directly to the successful bidder or as determined by the CCS. The CCS reserves the right to package the item with others, or to return any item to the donor in which case this agreement will be cancelled. If, as is rarely the case, an item is not bid upon, the item may be included in an online auction with proceeds going to the Diamond Ball. Alternatively, the item may be given as a recognition award at a Diamond Ball Volunteer event. In fairness to all of our generous donors, we cannot offer specific placement of auction items within the ballroom. CCS adheres to Privacy Legislation; therefore we cannot divulge buyer information. To view our privacy policy, go to www.cancer.ca and click on the Privacy link at the bottom of our home page or contact Donor Services at 604-675-7130.

My donation may not be used in an online auction. My donation may not be used as a volunteer recognition award.

Donation authorized by _____

Name (please print) _____ Signature _____ Date _____

Position _____ Phone # (if different from one in first section) _____

Tax receipt eligibility is based on Canada Revenue Agency regulations - please see Tax Receipting Guidelines for Auction Donors on the reverse (or second page) of this contract for more information. Please check here if you require a Tax Receipt

Cash Donation

We are not able to donate an item for the Auction this year, but would like to make a contribution to the Canadian Cancer Society in the amount of \$ _____. We have enclosed a cheque payable to the Canadian Cancer Society Diamond Ball in the amount indicated above.

Thank you so much for your generous support!

Canadian Cancer Society Registered Charity Numbers: Canada 118829803RR0002, USA 98-6001242

230 - 3689 East 1st Avenue, Vancouver, BC V5M 1C2 Tel. 604.215.5470 Fax. 604.215.5463 www.diamondball.com



2010 Canadian Cancer Society Diamond Ball Tax Receipting Guidelines for Auction Item Donors

Most companies that donate an auction item should not require a tax receipt because they can claim such a gift-in-kind contribution as a business expense. The Canadian Cancer Society advises all donors to check with their own financial advisor to determine how to best utilize a contribution to their maximum advantage within Canadian Revenue Agency regulations.

The Canadian Cancer Society may issue tax receipts for the following donated Auction Items:

Tangible, Material Goods

The Canadian Cancer Society may issue a tax receipt for the donation of tangible, material goods (items that are routinely sold for a specific easily-determined price). E.G. ABC Electronics donates a plasma TV to the Diamond Ball Auction.

Gift Certificates that are NOT Donated by the Issuer

The Canadian Cancer Society may issue a tax receipt for the donation of a gift certificate when the donor has purchased the gift certificate and then donated it. E.G. An individual purchases an ABC Electronics gift certificate and then donates it to the Diamond Ball Auction. (I.E. The donor is not also the issuer.)

Documentation required from the Donor if a Tax Receipt is requested:

All Gift-in-Kind Items

The donor must supply proof of the current fair market value of the donated item by providing an itemized invoice, or a copy of a catalogue page or advertisement clearly showing the current fair market value of the donated item. If the item was acquired within the last three years, you will be eligible for an income tax receipt for only the deemed fair market value of the item when it was acquired. Increases in value of the item in the ensuing 2+ years after acquisition will not be considered in determining the gift receipt amount. All donated items valued at \$10,000 or greater by the donor must have an independent third party appraisal completed.

Art, antiques, jewellery or rare and unusual collectibles

The donor must supply proof of the current fair market value of the donated item by providing an appraisal of the donated item. The appraisal must be done by a third-party appraiser who is qualified to appraise the donated item. The appraisal must be an original document written on the appraiser's official letterhead and show the appraiser's name, address and qualifications.

The Canadian Cancer Society cannot issue tax receipts for the following donated Auction Items:

Donation of Services

The Canadian Cancer Society cannot issue tax receipts for donated services (time, skills or effort) because services are not considered to be tangible property. Examples of other services include hotel accommodation, event set-up, entertainment, air miles, loaned vacation property, desk top services, legal services, or moving services.

Gift Certificates Donated by the Issuer

The Canadian Cancer Society cannot issue a tax receipt for the donation of a gift certificate if the donor is also the issuer. (E.G. ABC Electronics donates an ABC Electronics Gift Certificate to the Diamond Ball).