

SLFC Shoebox Campaign - Guidelines for Receipting Gift-In-Kind Donations

There are two types of charitable donations that can be made through the Spring's church for the Samaritan's Purse Operation Christmas Child Shoebox Campaign – Cash donations and Gift-In-Kind (GIK) donations

- 1) **Cash donation:** The donor would make out a cheque to the SLFC church or place cash in an offering envelope, marked "**Shoebox Campaign**" and place it in the offering. A regular income tax receipt would be issued to the donor at the end of the year for all donations received by the church.
- 2) **Gift-In-Kind donation:** The donor would purchase GIK items during the year, give them to the program coordinator, accumulate their purchase receipts, fill out a "**Shoebox Campaign**" expense form, listing: the vendors purchased from, item descriptions (e.g. Children's Toys, Writing Materials, Books, etc.), GST amounts and totals. Donors would attach purchase receipts for all items to the form, make out a cheque for the total amount of the GIK purchases (GST included), place it in an offering envelope with "**Shoebox Campaign GIK Purchases**" marked on it and submit all to the church treasurer. The treasurer would issue a cheque or e-Transfer to the donor for the total amount of the GIK purchases (GST included). A regular income tax receipt would be issued to the donor at the end of the year for all donations received by the church.

Note: Minimum receipting amount for GIK is \$30.00 per receipt.