Date: _____



RECEIPT #

Springs of Life Family Church 205-22 Shady Pine Drive Craik, SK SOG 0V0 306-220-1334

Samaritan's Purse – Operation Christmas Child Shoebox Campaign

Purchase Method	Purchased By			
Purchased From	Description	Department	GST	Total
		Outreach - Shoeboxes		
		Total		
Date cheque written				
Cheque #				

Note: 1) Please attach receipts for all items.

2) Minimum amount for receipting is \$30.00.

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.