

## 2011 SPECIAL EVENT RECEIPT REQUEST

- Use this form when receipts are required for donated funds during special events like casual days, hair shaving, etc.
- Please use the 2011 GIFT IN KIND TAX CHARITABLE RECEIPT REQUEST form when receipts are required for donated items to your employee campaign.
- For more information on items eligible for receipting, please visit myUnitedWay.ca or contact your campaign representative at (780) 990-1000.

### How to Claim a Receipt:

- Complete 2011 Special Event Receipt Request Form below.
- Attach a complete list of Donor Names, Addresses and Donated Amounts for this. Please submit only one form for each event. *See reverse for an example.*
- Enclose this form and attachments along with special event proceeds in the Special Event Report envelope and forward to your United Way representative.

### Examples of Donations Eligible For a Charitable Receipt

- Events where the donor receives nothing of value (and no chance to receive something of value) in return for their contribution of \$10 or more per year may be receiptable.
- Examples include casual day donations, fundraising events such as sponsorship for Races, Walks, Chicken Wing Eating, head shaving, etc.

### Examples of Donations Not Eligible For a Charitable Receipt

- Events where the donor receives something of value (or a chance to receive something of value) in return for a contribution are not receiptable.
- Examples include 50/50 draws, lottery tickets, auction purchases, garage sale purchases, coin drives and food purchases, etc.

Date: \_\_\_\_\_

To: Resource Development, UWACR  
15132 Stony Plain Road  
Edmonton AB T5P 3Y3



United Way  
Alberta Capital Region

Organization Name: \_\_\_\_\_ Account number \_\_\_\_\_

Organization Address: \_\_\_\_\_

\_\_\_\_\_  
(Please print and include postal code)

Event Name: \_\_\_\_\_

Event Details: \_\_\_\_\_

Send Receipts to:  Home address  To Office for Distribution (address above)

Employee Campaign Chair Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Employee Campaign Chair signature: \_\_\_\_\_ Receiptable Amts: \_\_\_\_\_

#### Internal Use Only:

UWACR Finance: \_\_\_\_\_ Date: \_\_\_\_\_ Total Receiptable Amt: \_\_\_\_\_ Info Services: \_\_\_\_\_

