

The Buckingham PAC ~ Tax Deductible Donation

Dear Buckingham Parents,

The Buckingham PAC is soliciting cash donations from parents so that we may continue to support our children at school. We have done away with all sales based forms of fundraising and 100% of these donations go directly back to support programs that help enrich our children's school experience.

A tax deductible donation can be made directly to the school and a charitable donation receipt will be issued, just complete the attached form and return it with your cheque or cash to your child's classroom by **Friday, November 17, 2017**. If you make your payment on line you will receive your donation receipt instantly. If you would like to make your payment on line please follow the instructions on the back of this form.

Our goal this year is to raise \$25 per student.

Thank you for your support!

Sincerely,
The Buckingham PAC

-----Please Return the Lower Portion to the School-----

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I would like to make a donation in the amount of:

\$25 _____ \$50 _____ \$100 _____ Other \$ _____

Enclosed is my payment.
(in a sealed and labelled
envelope)

I have made my payment on-line and
received my receipt.

Child's Name: _____ Division: _____
Last, First

PLEASE FILL OUT THIS SECTION ONLY IF YOU ARE PAYING BY CASH OR CHEQUE

**Donations of \$20 or greater will be issued a charitable donation receipt.*

Please make cheques payable to **"Buckingham Elementary School"** and on the memo line include your child's name, division and reason. You may use the same form for all your children, please send it back with your youngest child and use their name on the memo line.

Name to appear on Donation Receipt: _____
Last, First

Street Address: _____

City: _____ Postal Code: _____

Phone Number: _____ E-mail: _____

THANK YOU FOR YOUR SUPPORT!

MAKING A DONATION – SCHOOL CASH ONLINE

Donations to any Burnaby school can be made through the School Cash Online payment system. You do not have to have a child in a Burnaby school to donate using the School Cash Online Donation Module. The donor must sign up on the School Cash Online system, and donations can only be made by eCheck.

1. Go to: <https://burnaby.schoolcashonline.com/fee/index>

2. CHOOSE **MAKE A DONATION**

The screenshot shows the Burnaby School District School Cash Online website. The header includes the Burnaby School District logo and navigation links: HOME, ITEMS, ABOUT US, SUPPORT. A red arrow points to the 'ITEMS' link. Below the navigation, there is a search bar and two buttons: 'Make A Donation' and 'Add Student'. A red arrow points to the 'Make A Donation' button. The page also includes a footer with links for Home, About Us, Support, Sign Up, Privacy Policy, Terms and Conditions, Security Policy, and Refund Policy.

3. FOLLOW THE STEPS to make a donation to the destination school of your choice.

The screenshot shows the Burnaby School District School Cash Online website during the donation process. The page displays a 'Give To Burnaby School District' section with a message: "Please retain this receipt for tax purposes. The Board is a registered Canadian Charitable organization and your donation may be deducted when computing taxable income." Below this, there is a 'Gift Information' section with a dropdown menu for 'Fund Destination' and a 'Tribute Inform' section with a 'Message to School' field. A red arrow points to the 'Message to School' field.

4. Please **fill in the message box** with **“Buckingham PAC Charitable donation”**.

5. The system will prompt you to **Sign Up or Sign In** when you are ready to make your payment.

6. Once your payment has been completed, a **tax receipt** will be generated for you to print/save.