



The GIVING Tree

As you enter Buckingham School this week, you will notice a Christmas Season transformation highlighted by a Christmas tree in our front foyer. You will find special gift tags hanging all over our tree. Each gift tag has the name of a child, along with their gender and age, or a gift card tag to represent a gift of a grocery store gift card.

Each tag represents a real child or family in need in our local Burnaby community (of course the name has been changed to protect their identity). We are hoping families will come into the school this week, **take a tag or tags**, and purchase a gift/gift card or make a monetary donation for that child/children/family.

There are **a large number of children and families** we are targeting, and we are asking for gifts/gift cards to range from **\$10 - \$25** each. There will be 3 ways of providing gifts:

Allan (boy)
Age: 0-1
Please return card with gift

1. **Purchase a gift or grocery store gift card** that ranges from \$10 - \$25. Do NOT wrap the gift, but bring it in to the Buckingham office with the **tag attached**.
2. Make a \$10 - \$25 **cash or cheque** (payable to "Buckingham Elementary School") donation in an envelope, with the **tag inside**, along with the tear off below and hand it into the office.
3. Make an **online** \$10 - \$25 donation, record the receipt number on the back of the tag, and **hand the tag into the office** along with the tear off below in a clearly labelled envelope. Please follow the instructions on the back of this form.

Thank you for making a difference in the lives of needy students in our community.

Sincerely,
 Buckingham Staff, Students, & PAC

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

Giving Tree Donation

Donations of \$20.00 or \$25.00 will be issued a charitable donation receipt.

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

\$10 _____ \$15 _____ \$20 _____ \$25 _____

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

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

Child's Name: _____

Last, First

Division: _____

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 "Giving Tree". 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: _____

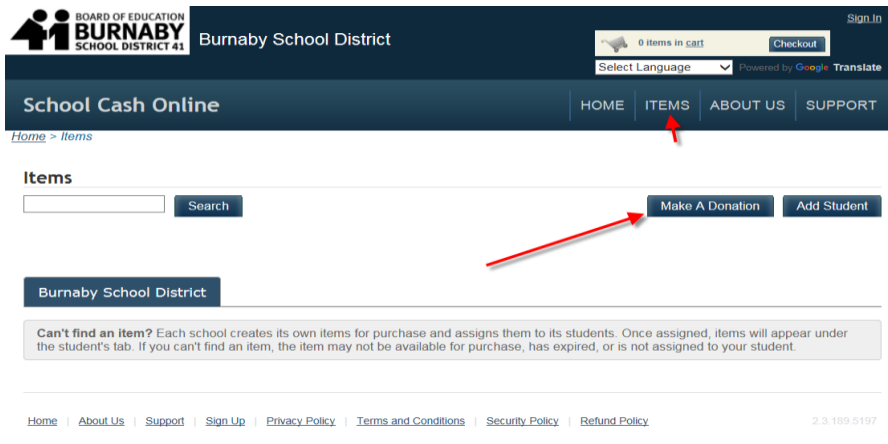
Phone Number: _____ E-mail: _____

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.

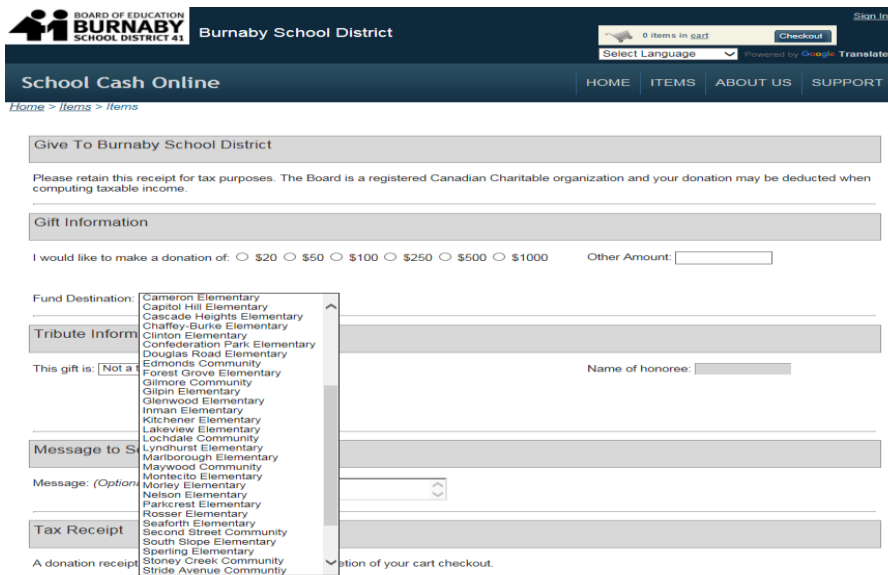
1. Go to: <https://burnaby.schoolcashonline.com/fee/index>

2. CHOOSE **MAKE A DONATION**



The screenshot shows the Burnaby School District School Cash Online website. The header includes the logo, "Burnaby School District", and navigation links: HOME, ITEMS, ABOUT US, SUPPORT. A red arrow points to the "ITEMS" link. Below the header, there is a search bar and buttons for "Make A Donation" and "Add Student". A red arrow points to the "Make A Donation" button. The page also includes a "Can't find an item?" message and a footer with links to Home, About Us, Support, Sign Up, Privacy Policy, Terms and Conditions, Security Policy, Refund Policy, and the version number 2.3.189.5197.

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 with the donation form. The form includes fields for "Give To Burnaby School District", "Gift Information", "Fund Destination", "Tribute Inform", "Message to School", and "Tax Receipt". A dropdown menu is open for "Fund Destination", showing a list of schools including Cameron Elementary, Capitol Hill Elementary, Cascade Heights Elementary, Chaffey-Burke Elementary, Clinton Elementary, Confederation Park Elementary, Douglas Road Elementary, Edmonds Community, Forest Grove Elementary, Gilmore Community, Gilpin Elementary, Glenwood Elementary, Inman Elementary, Kitchener Elementary, Lakeview Elementary, Lochdale Community, Lyndhurst Elementary, Marlborough Elementary, Maywood Community, Montecito Elementary, Morley Elementary, Nelson Elementary, Parkcrest Elementary, Rossier Elementary, Seaforth Elementary, Second Street Community, South Slope Elementary, Sperling Elementary, Stoney Creek Community, and Stride Avenue Community. The form also includes a "Name of honoree" field and a "Message" field.

4. Please **fill in the message box** with "Buckingham School Giving Tree"

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.