



EDUCO
adventure school

Tax Receipts

Thank you for your donation! Here's a little bit of information about tax receipts:

Tax Receipts for online donations to the Community of Heart or the Educo Student Fund:

Instructions for how to find your tax receipt on Canada Helps:

- 1) Go to www.canadahelps.org.
- 2) Click on the Sign-In button in the top right corner.
- 3) Enter your log-in details (email and password).
- 4) Click on the "Your Donations & Receipts Tab."
- 5) Click "Create Receipt for Current Year" Button or "Create Receipt for Previous Year(s)."
- 6) If creating a receipt for a previous year, then choose your year from the dropdown menu.
- 7) Click on pink "Get Receipt" button below Transaction Number.

Receipt will open in new tab in a PDF format. Print or save the document as you would like.

We will mail you an awesome thank-you note in December/January of each year.

Tax Receipts for mail/in-person donations (by cheque) to the Community of Heart or the Educo Student Fund:

We will mail you a tax receipt with an awesome thank-you note in December/January of each year.

Tax receipts for online/mail donations to special campaigns:

We will specify how and when we will send you your tax receipt(s) in the information about the special campaign. See the special campaign web pages for details.



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Tax Receipts for In-kind Donations:

If the donated item is expected to be worth more than \$1000 in value, we are required to have the item appraised by a third party appraiser (someone who is not associated with either the donor or the charity).

If you expect that your item to donate is worth more than \$1000, please call or email us so we can arrange an appraisal either before or after receipt of the item.

Tax Receipts for Donations of Services:

Unfortunately, we are not permitted to offer tax receipts for services directly. And yet we have so many wonderful people who donate their skilled labour or professional service to us.

For donations of services (i.e. backhoe services, building of a new website, etc), we need to complete a cheque exchange. We pay you in full for the service, you make your desired donation back by cheque and then we issue a tax receipt for the amount of your donation.

We apologize for the inconvenience and we will work with you to complete a swift cheque exchange.

Should you have any questions, please don't hesitate to be in touch with us!

With gratitude,
the Educo Adventure School office team