

MUNICIPALITY OF LOUISE  
DONATION AND RECEIPT POLICY

Name of organization - .....

Mailing address of organization - .....

I, .....(designation).....  
on behalf of the organization as listed above request the Municipality of Louise to issue  
donation receipts as the organization is fundraising for the special project of

.....

I understand that the minimum donation for which a receipt will be issued is \$10.00

I understand that cheques should be made payable to the Municipality of Louise. Cheques  
will be handed into the Municipal Office at one time.

I understand that receipts are not guaranteed to be tax deductible by the Canada Revenue  
Agency and I will advise the donors accordingly.

Signed .....

Dated .....

I approve the above request.

Signed .....  
Chief Administrative Officer  
Municipality of Louise

Dated .....

Copy mailed to organization – date .....