

## In-Kind Tack and Equipment Donation Form

Thank you for your interest in supporting Urban Stable! Please read the following guidelines BEFORE dropping off your donation:

- We can only accept used tack and related supplies that are in VERY GOOD/EXCELLENT condition
- Equipment must be cleaned (and oiled if leather) before donating
- We cannot accept used helmets for safety reasons
- Please send pictures of tack you wish to donate prior to arranging drop off of items to: info@urbanstable.ca
- Please contact the office before delivery to ensure a staff member is available to accept your tack donation: info@urbanstable.ca or 204-410-4995 x1

**Please print and bring this form (or sign a copy when you arrive at the barn).**

**By signing below, you agree to the following:**

- Urban Stable reserves the right to dispose of any tack that cannot be used by the centre or sold to others
- Donated tack may be sold on consignment, or by other means, with any revenues being used to support Urban Stable programs and/or acquire needed tack or equipment
- If a tax receipt is desired, this must be indicated at the time of delivery
- The value of donated goods, for tax receipt purposes, will be determined by Urban Stable staff based on the value for which we could sell it in the present condition, and is NOT based on the original purchase price, unless it is unused, in original packaging and recently purchased. This is in accordance with CRA regulations. Items that are unusable and unsellable will be deemed to not have any retail value.

If a tax receipt is desired, the following procedure will be observed:

1. Donor must indicate that a tax receipt is desired (below), upon delivery of goods
2. Donor must itemize the items being donated (on attached page)
3. Urban Stable staff will assess the value of all items, and share this information with the donor before processing the tax receipt
4. Should the assessed value be satisfactory to the donor, a tax receipt will be generated
5. The minimum value/amount that can be issued for a tax receipt is \$20

Should the assessed value not be satisfactory to the donor, the donor may either:

- a. Request a third-party appraisal of the goods (done in accordance with CRA regulations) OR
- b. Reclaim their donated items within ten business days. After this time, Urban Stable reserves the right to dispose of the items as they see fit. (Sorry, but we do not have the space to store donated items for any longer than this time period.)



## In-Kind Tack and Equipment Donation Form

Please complete in full:

DONOR INFORMATION			
Name:			Date:
Address:			
City:		Prov:	Postal Code:
Phone:	Home	Work	Mobile
Email:			
I agree to the above terms and conditions:			
Signature:		Date:	
I wish to receive a charitable tax receipt for my donation: <input type="checkbox"/> No <input type="checkbox"/> Yes_____ (if yes, please also complete next section)			

## Tack Donation Inventory Form

(Please complete if you would like to receive a tax receipt)

Tack Donation Inventory Form		
Donor Name:	Date of Delivery:	Received by:
Item Description	Quantity	Value (to be completed by Urban Stable staff)
Evaluated by:	TOTAL:	

Thank you for your generous donation!