



**Swan Lake Christmas Hill Nature Sanctuary**  
**Membership / Renewal / Donation Form**  
*The mission of the Nature Sanctuary Society is to foster the community's understanding and appreciation of nature through direct experience.*

Date: \_\_\_\_\_

**CONTACT INFORMATION:**

Name:	Preferred Pronoun:
Address:	E-mail:
City: Province:	Phone:
Postal Code:	

*Keep updated with what's happening at Swan Lake by receiving our email newsletters!*

**YES**, I would like to receive Nature Sanctuary email updates.

**Memberships:**

- I would like to **renew** my membership at \$35.00      Membership #: \_\_\_\_\_
- I would like to purchase a **new** membership / memberships (\$35.00 each)
- My additional donation is \$ \_\_\_\_\_

**PLEASE NOTE:** We cannot issue tax receipts for membership payments.

**Donation Only:** \$ \_\_\_\_\_

- Yes, please issue a Charitable Tax Receipt
- No Charitable Receipt Needed

**PLEASE NOTE:** Charitable Tax receipts will only be issued for donations over \$20.00  
Charitable registration # 11920 7157 RR001

**Payment Details:** Total Payment is \$ \_\_\_\_\_

Cash: \$ \_\_\_\_\_ Cheque: \$ \_\_\_\_\_ Debit: \$ \_\_\_\_\_ Credit Card: \$ \_\_\_\_\_

Trace #: \_\_\_\_\_ Authorization #: \_\_\_\_\_ Cheque #: \_\_\_\_\_

*Please make cheques payable to Swan Lake Christmas Hill Nature Sanctuary Society.*

3873 Swan Lake Road, Victoria BC, V8X 3W1

**Office Use Only:**

- Payment Processed
- Basic Funder Processed
- Charitable Receipt & Letter sent (for donations over \$20)
- Personalized Thank You Card (for donations over \$100)
- Membership card sent     emailed     mailed

Date: \_\_\_\_\_ INITIAL: \_\_\_\_\_  
 Date: \_\_\_\_\_ INITIAL: \_\_\_\_\_  
 Date: \_\_\_\_\_ INITIAL: \_\_\_\_\_  
 Date: \_\_\_\_\_ INITIAL: \_\_\_\_\_  
 Date: \_\_\_\_\_ INITIAL: \_\_\_\_\_

**In-Kind Donation Details**

Description of Gift: \_\_\_\_\_

Conditions (if any) relating to the gift (use, display, department etc.): \_\_\_\_\_

Requesting Tax Receipt: Y  N

Signature of Donor: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Accepting & Approving Donation: \_\_\_\_\_ Date received: \_\_\_\_\_

Appraiser's Name: \_\_\_\_\_ Contact info: \_\_\_\_\_

Appraised Value: \_\_\_\_\_

How Would You Approve Value of Item: \_\_\_\_\_ Item Receipt attached: Y  N

**\*In-kind donations above \$1,000 require an independent appraisal. If the in-kind donation is below \$1,000, please help us to report the value to CRA by attaching three pieces of back up from similar items (i.e. via Etsy, UsedVictoria.ca or other vendor). Thank you!**

**Office Use Only:**

In-Kind Gift Info Filed with Bookkeeper, Date: \_\_\_\_\_ Initial: \_\_\_\_\_

If you wish to leave a comment for the staff of Swan Lake Christmas Hill Nature Sanctuary, please use the section below:

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