



Knights of Columbus · British Columbia and Yukon State Council

FAITH IN ACTION COATS FOR KIDS 2026-2027

DONATION TAX RECEIPT INSTRUCTIONS

1. Tax deductible donation receipts will be issued for personal donations. Individual donors can address cheques to the Knights of Columbus (BC) Charity Foundation. In the memo section of the cheque write: Coats for Kids. Ideally, individual donations should be collected by the Council, and a single donation cheque can be issued to the Charity Foundation. Councils will collect all cheques and send them to the State Foundation Administrator.

Note that the minimum donation to receive a personal Tax Donation Receipt is \$50.

2. The Council will provide all relevant donor information, to allow issuance of a charitable donation tax receipt. Use the Donor List form.
3. The Council will send all cheques and funds collected, along with the Donor List, no later than October 15, 2026, to the State Foundation Administrator.

Knights of Columbus (BC) Charity Foundation
Attention: Arcie Lim, State Foundation Administrator
2807 Victoria Drive, Vancouver BC V5N 4L5
In the memo section of the cheque, write: Coats for Kids

4. The Order Form will be submitted to the State Treasurer, with a note indicating the amount submitted to the Charity Foundation. The State Treasurer will confirm with the Foundation Administrator that the funds have been received. He will place the order on behalf of the Council, including matching quantities.
5. The State Treasurer will issue an invoice to the Foundation, and the Foundation Administrator will make the payment for your submitted funds to the State Council.
6. Attached is the Coats for Kids Order Form for your convenience.
7. Coats can be directed to the following groups, for example:
 - a. Ukrainian Catholic Church in New Westminster
 - b. First Nation Communities
 - c. Your Local Charity
 - d. School Districts