



## **Instructions for Donating Plants in Return for a Tax Receipt**

Thank you for considering donating plants to the VHS Plant Stall in return for an income tax receipt. By doing this, you are also providing addition revenue to the VHS and, at the same time, helping to broaden the selection of plants available for purchase at the Plant Stall.

Below please find a set of instructions which we would request that you read over carefully. We have tried to keep the process as simple as possible because the Plant Stall is run by a handful of volunteers who have very little extra time at meetings to do paperwork. However, in the unlikely case of an audit by the Canada Customs and Revenue Agency (CCRA), the VHS needs to have sufficient documentation to support any tax receipts that it issues. If you have any questions after reading this material, please contact the coordinators at [plantstall@vichortsociety.org](mailto:plantstall@vichortsociety.org).

### **1. Plant Types**

- any plants (both outdoor and indoor) that might be of interest to our members

### **2. Potted versus Bare Root Plants**

- potted plants are preferred, as they are easier for buyers to take away, create fewer cleanup problems and can be sold at higher prices

### **3. Plant Numbers**

- for more common plants, we suggest that you limit the number of a particular species or variety, on any given night, to six or fewer

### **4. Plant Pots**

- to minimize pricing and paperwork problems, for any particular variety of plant, please provide them all in only one or two sizes of pots

### **5. Plant Tags**

- please put a tag (or label) on each plant to be sold, as this helps to raise its value
- the tag should have the common name of the plant (and also the Latin name, if known) and your initials (possibly on the back) so we can return unsold plants to their rightful owners at the end of the meeting

## **6. Plant Pricing**

- the Plant Stall volunteers are responsible for pricing all plants
- if a plant is rare or expensive, feel free to suggest a selling price to Plant Stall volunteers, but they are responsible for the final decision

## **7. Delivery of Plants**

- donors are responsible for delivering their plants to the Plant Stall table at the Garth Homer Centre on VHS meeting nights
- plants must be delivered by 6:30 p.m., so that Plant Stall volunteers have sufficient time to price the plants, note the price on the plant list and then put them out for sale

## **8. Removal of Unsold Plants**

- donors are responsible for removing any unsold plants from the Garth Homer Centre immediately at the conclusion of the VHS meeting

## **9. List of Donated Plants**

- donors are to bring a pre-prepared list of the plants they are donating
- the list should indicate just the name of each variety and the number of each type being delivered
- it would be appreciated if donors could use the VHS list form provided online in PDF format

## **10. Completion of List of Donated Plants**

- a Plant Stall volunteer will complete the rest of the list, including the number of plants not sold the number sold, the selling price and the total value of that variety sold
- a Plant Stall volunteer will add up the individual amounts received to arrive at a total value for your plants sold that evening
- an authorized Plant Stall volunteer will then put his/her signature at the bottom of the page and return the list to you, along with your unsold plants

## **11. Submission of Completed Donation Lists to VHS Treasurer**

- donors are responsible for keeping their monthly signed-off donation lists
- when a donor has no more plants to donate, the donor is to submit all of the signed-off donation lists, along with a grand total figure, to the VHS Treasurer by December 31, for preparation of a tax receipt which will be provided to donors by no later than February 28<sup>th</sup> of the following year
- **IMPORTANT:** A donation list will not be accepted by the Treasurer for tax receipt purposes unless it has been signed off by an authorized Plant Sale volunteer. Therefore, please make sure your list of donated plants is signed-off when you pick it up after the meeting