

HANDS OF HOPE

FOUNDATION

5208 Meadowland Parkway Marion, IL 62959

IRS 501©3 Tax Exempt

FEIN Number 20—4776744

IN-KIND DONATION FORM

Please Print

Donor or Company Name _____

Name of Person to be Thanked _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email Address _____

Date Received _____

Would you like to receive a tax receipt (please circle): YES NO

Event Item is Donated for (if applicable) _____

Description of Donation (please be specific and add quantities) _____

Donor's Estimated Value of Donation \$ _____

Fair Market Value of any goods or services given to donor in return: _____

Donor Signature _____ Date ____/____/____

FOR OFFICE USE ONLY

APPROVED: _____ DATE: _____

RECORDED: _____ THANK YOU SENT: _____

IN-KIND DONATION FORM

RULES AND REGULATIONS:

IN-KIND donations must meet the standard charitable organization rules as outlined by the Federal Accounting Standards Board which includes:

Current standards of the FASB require that contributed services be recognized and recorded. The following criteria must be met: (1) The donation must be useful. (2) The service creates or enhances a non-financial asset. (3) The services require specialized skills and are provided by individuals with those skills.

Providing IN-KIND services and materials require review and approval from the Hands of Hope Foundation management staff prior to acceptance. Only signed, approved donation forms are acceptable as acknowledgement of in-kind donations.

Hands of Hope Foundation staff are not responsible for approving in-kind donations. All requests for in-kind donations and support must be completed and submitted to HOH management for review and approval.

Instructions for completing the IN-KIND DONATION FORM:

1. Provide specific project information related to the event being planned including date, city and county.
2. Provide detailed information related to the description of the item or service being donated. For printing donations, include specific number of pages, packets or other items that are being considered. For other material items, include specific quantities being considered. No financial donations are considered in-kind donations.
3. The Estimated Fair Market Value must be completed by the donor. The Association cannot place a FMV amount or interpret the value of any non-financial donations.
4. Provide donor-benefit amounts being returned to the donor in exchange for their in-kind donation.
 - a. Example: Donor provided printing of 100 booklets for an Educational Conference and receives a dinner at the event, the amount of the per/person plate for the dinner must be itemized.
5. Provide information related to the donor including name, organization, address and other contact information.
6. Record the date received and your name.
7. Completed donation forms can be turned in at the Hands of Hope office at Community of Faith Church for review and approval. If a tax receipt has been requested one will be sent to the donor and a copy of the letter and this form will be retained in the HOH office for audit purposed.
8. Donations that cannot be accepted or fall outside the standard guidelines for acceptance will be rejected. A formal letter will be sent to the donor.