

IN-KIND DONATION FORM

- The ChildServe Foundation is responsible for acknowledging and recording all donations. We ask that you assist us in our efforts by reporting all donations of goods* or services* to the Foundation.
- If the donated item(s) is one that ChildServe can use to assist children or staff, please complete the donor, donation and authorization sections of the form below.
- If the item is one that ChildServe cannot use but could be sold for cash or given to another organization, please contact the Foundation staff before accepting the gift.

*See back for definition of donated goods or services.

Donor

Donor name:
Street address:
City, state, zip:
Daytime telephone number:

Donation

Description of item(s) donated:
Date of donation:
Has an acknowledgement been sent? Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there any reason the Foundation shouldn't send an acknowledgement?
Comment or additional information:

Authorization

Name of staff person accepting donation:
Department/title:
Telephone number: Email:
Where will this item be used within ChildServe?

Foundation Processing Information

This donation was acknowledged in the following manner:
<input type="checkbox"/> Letter sent on _____, by _____
<input type="checkbox"/> Telephone call placed on _____, by _____
<input type="checkbox"/> Personal visit on _____, by _____

- Please report all donations of goods* or services* to the *ChildServe* Foundation. We will record the gift in our permanent records and send proper acknowledgement to the donor.
- If the donated item(s) is one *ChildServe* can use to assist children or staff, please tell us about the gift and the donor by completing the requested sections of the form below.
- If the item is one that *ChildServe* cannot use, but could be sold for cash or given to another organization, please contact the Foundation office prior to accepting the gift.

* see back for definitions of donated goods or services

Donated Goods

- Any item(s) given to *ChildServe* to assist in the care of one or more children. Examples: wheelchairs or other adaptive equipment, medical supplies, clothing, pictures or artwork for our facilities, books or toys or other recreational items, tickets to a community event, etc.
- Any item(s) given to *ChildServe* to help or encourage *ChildServe* staff. Examples: food, pictures or artwork for our facilities, books or other educational material, medical supplies, admission to an educational conference, etc.
- The only items that you should NOT report would be personal gifts to a child we serve from a member of his or her family, for example, clothing, jewelry, books, toys, pictures, etc.
- Donations of goods to *ChildServe* are usually tax deductible by the donor, except for personal gifts. The Foundation will inform the donor of the tax consequences of his or her gift.

Donated Services

- Professional services or labor donated to *ChildServe*. Examples: legal work, educational presentations, vehicle or other equipment repair, etc.
- Professional services do NOT include the hours given by *ChildServe* volunteers. Please contact the Volunteer Services Coordinator or the Foundation with questions about how a specific gift of time or service should be reported.
- Supplies, parts, or other tangible property given by someone providing professional service or labor is also a gift that should be reported on this form. Example: Auto parts donated by a mechanic repairing a *ChildServe* vehicle.
- *ChildServe* wishes to record and acknowledge the donations of ALL service, though most donated services are not tax deductible by the donor. The Foundation will inform the donor of the tax consequences of his or her gift.