



## In-Kind Donation Form

|   |   |                   |                    |
|---|---|-------------------|--------------------|
| <b>Donor Information: Print exactly as name should appear in publications</b> |   |                   |                    |
| Donor Name:   |   |                   |                    |
| Address:  |   |                   |                    |
| City:   | State:  | Zip:              |                    |
| Phone:  |   | Fax:              |                    |
| <b>In-Kind Information</b>  |   |                   |                    |
| Item Received:  |   | Received By:      |                    |
| Date of Donation:   |   | \$ Value of Item: |                    |
| Description of Donation:  |   |                   |                    |
| Restrictions & Expirations:   |   |                   |                    |
| Item Use: (please check one)  |   |                   |                    |
|   | Promo/Gift (gifts for donors, volunteers, thank you's, etc.)                            |                   |                    |
|   | Donor Benefit (silent auction item, raffle prize, portion of value for admission price) |                   |                    |
|   | Services (printing, maintenance, etc.)  |                   |                    |
| How was the value of the donation established? (please check one)             |   |                   |                    |
| Donor Invoice   | Appraisal   | Sales Receipt     | Donor Stated Value |
| Other:  |   |                   |                    |

Please complete an in-kind donation form for each donation received and send to fund development department at Council for acceptance and acknowledgment. Donations include items or services given free of charge or at a discounted price.

The donor agrees that acceptance and use of this gift is left to the discretion of Girl Scouts of Northeast Texas, Inc. (GSNETX). As per IRS guidelines, the fair market value of the donated item is determined by the donor. The donor further agrees this gift is clear of any further obligation or cost on the part of GSNETX. After acceptance, a gift acknowledgment letter will be sent to the donor for their records.

Additional Information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Please complete the information below and return the form to:  
 Janice Mitchell, Fund Development Associate, Girl Scouts of Northeast Texas  
 6001 Summerside Drive, Dallas, TX 75252 ▪ Tel: 972-349-2442 ▪ Fax: 972-349-2499 ▪ E: [jmitchell@gsnetx.org](mailto:jmitchell@gsnetx.org)