



IN-KIND DONATION FORM

Event Name: _____ Date of Event: _____

City: _____ State: _____

Description of Item (included quantities): _____

Estimated Fair Market Value: \$ _____

Fair market value of any goods or services given to donor in return: \$ _____

Individual donor or company name: _____

Name of person to be thanked: _____

Address:

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Date Received: _____ CASANA Representative: _____

APPROVAL: _____ DATE: _____

Every child *deserves* a voice.

Instructions for completing the IN-KIND DONATION FORM:

1. Provide specific project information related to the event being planned including date, city, state.
2. Provide detailed information related to the description of the item 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 considered. Please note, financial donations are not considered in-kind donations.
3. The Estimated Fair Market Value (FMV) must be completed by the donor. Per IRS rules, CASANA or volunteers on its behalf cannot place a FMV amount or interpret the value of 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. Send the completed form to CASANA. A copy of each completed form will be sent directly to the donor along with a letter of acknowledgement and thanks. The original of all in-kind donation forms will be maintained at CASANA for audit purposes.
8. If donations cannot legally be accepted or fall outside the standard guidelines for acceptance a formal letter will be sent to the donor.