

In-Kind Donation Form

Thank you very much for making an in-kind donation Olive Osmond Hearing Fund. This form will help us to properly record and acknowledge your generous gift. If you have any questions, please contact us at 801-609-4327, info@hearingfund.org

Donation and Donor Information (to be filled out by donor):

I/we wish to donate the following item(s) to Olive Osmond Hearing Fund as described below (include quantities): _____

Event: _____ Event Date: _____

*Estimated Fair Market Value: \$ _____ Date of Donation: _____

- Donation
- Auction

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

Individual Donor or Company Name: _____

Name of person to be thanked: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number(s): _____

Email Address(es): _____

Special instructions, if any, including designated Olive Osmond Hearing Fund program, if applicable. Attach additional pages if necessary.

Signature of Donor: _____

OFFICE USE ONLY: (to be filled out by Olive Osmond Hearing Fund)

Disbursement Information

Program/Department: _____ Date Received: _____

Program Contact: _____

*The IRS requires, for our records and yours, that an estimation of the dollar amount of a non-cash contribution be given. IRS publication 561, determining the Value of Donated Property is helpful for individuals, partnerships, and corporations who make non-cash contributions. If a non-cash contribution exceeds \$500, the taxpayer must file IRS Form 8283.

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 Olive Osmond Hearing Fund management staff prior to acceptance. Only signed, approved donation forms are acceptable as acknowledgement of in-kind donations.

The Olive Osmond Hearing Fund's staff is not responsible for approving in-kind donations. All requests for in-kind donations and support must be completed and submitted to OOHF management for review and approval.

Instructions for completing the IN-KIND DONATION FORM:

Provide specific project information related to the event being planned including date, city and county. 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.

The Estimated Fair Market Value must be completed by the donor. The OOHF cannot place a FMV amount or interpret the value of any non-financial donations.

Provide donor-benefit amounts being returned to the donor in exchange for their in-kind donation. 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. Provide information related to the donor including name, organization, address and other contact information.

Record the date received and your name.

Send the completed form to the OOHF management office for review and approval. The completed, approved form will be returned to each program director and a copy will be sent directly to the donor. A copy of all in-kind donations will be maintained at the OOHF Finance Office for audit purposes.

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 and a copy of the notice will be given to the outreach area for their files.