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 (FASB) 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 **Affiliate Foundation and Central Kansas Community Foundation** management staff prior to acceptance. Only signed, approved donation forms are acceptable as acknowledgement of in-kind donations.

**Instructions for completing the IN-KIND DONATION FORM:**

1. Provide specific project information related to the event being planned.
2. Provide detailed information related to the description of the item or service being donated. Complete form for any in-kind donation, no matter value.
3. 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.
4. Provide information related to the donor including name, organization, address and other contact information.
5. The Estimated Fair Market Value (FMV) or Retail Value must be completed by the donor. The Association cannot place a FMV amount or interpret the value of any non-financial donations.
6. Provide donor-benefit amounts being returned to the donor in exchange for their in-kind donation.
	1. Example: A donor provided printing of 100 booklets for an Educational Conference and received a dinner at the event. The cost of the dinner must be itemized and recorded.
7. Record the date received and volunteer name, phone number.
8. Signature of Affiliate Director or Chair.
9. For in-kind donations **$100 and over threshold value** submit to Central Kansas Community Foundation for accounting purposes along with the **Donations Detail Items Form (combining all received in-kind donation forms)** due one week after event.

After event and verification of CKCF approval, affiliate to send copy of in-kind donation form and personal thank you to donor. Donations that cannot be accepted or fall outside the standard guidelines for acceptance will be rejected. A formal letter will be sent to the affiliate director/chair who will act as intermediary to inform donor. A copy of the notice will be retained for our records.

Contact Melinda Newell, melinda@centralkansascf.org or 316-283-5474 if questions.