



ART WITH ELDERS
236 West Portal Ave # 845
San Francisco, CA 94127
415-441-2650
IRS 501(c)3 Tax Exempt Number:

IN-KIND DONATION FORM

Date: _____

Donor Information:

Individual donor or company name: _____

Name of person to be thanked: _____

Address _____

City _____ State _____ Zip _____

Daytime phone _____

Description of item or items (include quantities): _____

Estimated fair market value (by donor): \$ _____

Please return this form to:

Jason Varner, Operations Manager
Art With Elders
236 West Portal Ave #845
San Francisco, CA 94127

Phone: 415-441-2650
Email: jason@artwithelders.org

This form does not serve as a receipt for this contribution but is intended for our internal record keeping purposes only. A receipt describing the items or merchandise donated will be mailed to the address supplied above. Art With Elders is unable to include the estimated value on the donor receipt. It is the responsibility of the donor to substantiate the fair market value for his/her own tax purposes. The donation of services, although very valuable and much appreciated, is generally not considered tax deductible by the IRS. Please consult with your tax advisor to determine the tax implications of your gift.



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:

Donation of Services: 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 Art With Elders' 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 including date, city and county.
2. 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.
3. The Estimated Fair Market Value (FMV) must be completed by the donor. AWE cannot place a FMV amount or interpret the value of any non-financial donations.
4. Provide information related to the donor including name, organization, address and other contact information.
5. Record the date received and your name.
6. Send the completed form to the Art With Elders' office for review and approval. A copy of the completed, approved form will be sent directly to the donor and one copy of all in-kind donation forms will be maintained at the Art With Elders' office for audit purposes.
7. 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 retained for our records.