



Thank you very much for making an in-kind donation the Center of Wellness for Urban Women. Your donation is tax deductible.

Donation and Donor Information (to be completed by donor):

I wish to donate the following item(s) to the Center of Wellness for Urban Women, as described below:

Estimated Fair Market Value¹: \$ _____

Date of Donation: _____

Donor/Company

Name: _____

Name of Person to be thanked: _____

Address: _____

City: _____ State: _____

Zip: _____

Phone: _____ Fax: _____

Email: _____

¹ 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, and can be recorded on Schedule A of Form 1040. If a non-cash contribution exceeds \$500, the taxpayer must file IRS Form 8283.

Receiving Information (to be completed by CWUW Representative):

Date Received: _____ CWUW Representative: _____

APPROVAL: _____ Date: _____



Center of Wellness for Urban Women (CWUW)

IN-KIND CONTRIBUTIONS POLICY AND PROCEDURES

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 Center of Wellness for Urban Women's management staff prior to acceptance. Only signed, approved donation forms are acceptable as acknowledgement of in-kind donations.

All requests for in-kind donations and support must be completed and submitted to CWUW management for review and approval.

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. CWUW cannot place a FMV amount or interpret the value of any non-financial donations.
4. Provide information on any benefit that donor is receiving in exchange for their in-kind donation.
 - a. Example: Donor provided printing of 100 booklets for an Educational Conference and receives a free dinner at the event; the amount of the actual cost of 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 the CWUW management office for review and approval. The completed, approved, form will be returned to each outreach office/specialist and a copy will be sent directly to the donor. A copy of all in-kind donations will be maintained at the CWUW Finance Office for audit purposes.
8. 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.