

In-Kind Donation Form Instructions

- 1. Before soliciting area businesses, organizations, or individuals, please contact the Fund Development Department at 414-476-1050 or 800-565-4475 to make sure a request by the council is not already pending.
- 2. Once cleared to move forward, please complete an In-Kind Donation Form for every in-kind gift. The form is available in a writeable PDF format. If you choose to download the form, please print the information as legibly as possible. The forms are used to record information in our database and prepare tax acknowledgements for donors (for gifts of \$250 or more). Donors are also recognized in our Annual Report.
- 3. Remember to check either "Individual" or "Corporate/Organization."
- 4. Fill in the donor's name, address, phone number and e-mail address. The donor is the person and/or company donating the item. The contact name should be completed for a corporate donation only.
- 5. To ensure proper acknowledgement it is very important that the address, zip code, phone and e-mail are complete, accurate and legible.
- 6. Be sure to include the date the donation was made.
- 7. The "estimated fair market value" is the value of the item according to the donor.
- 8. Describe the item(s) fully. Please be as descriptive as possible.
- 9. We encourage the troop to thank the donor for the gift. This can be handwritten notes or cards from the girls and/or a verbal thank you from a troop leader. Thank you's do not need to be on council letterhead and are often more meaningful when personalized by the girls.
- 10. If the donated item is valued at more than \$250 the council will send the donor a tax acknowledgement. Please be aware that the IRS does not require a receipt for gifts under \$250.
- 11. If the donation exceeds \$250 please return the form to the council in one of the following ways:
 - E-mail to rnarus@gswise.org
 - Drop it off at any GSWISE Service Center

• Mail to: Girl Scouts of Wisconsin Southeast

Fund Development P.O. Box 14999

Milwaukee, WI 53214

12. All other forms can be kept for staff and/or volunteer acknowledgement and budgeting purposes.



In-Kind Donation Form

Donor Information

□ Individual	☐ Business/Organization		
Donor name (as it should appear in print):			
Key Contact (for busin	esses/organizations):		
Mailing address:			
Phone:	E-ma	ail:	
Donation Informatio	n		
Date:			
Estimated fair market value of item(s):			
Description of item (s)	:		
What type of thank yo	u was made? 🗖 Written 🖺	□ E-mail □ Verbal	
By whom:		When:	
Solicitor Information (if applicable)			
Donation solicited by:			
Mailing Address:			
Phone:	E-ma	ail:	
Anyone else involved in the solicitation?			
Submission Informat	ion		
Form submitted by:		Date submitted:	

If donation amount exceeds \$250 please Mail completed form to:

Girl Scouts of Wisconsin Southeast: Fund Development Department P.O. Box 14999
Milwaukee, WI 53214

Or e-mail completed form to: rnarus@gswise.org

Please note: the IRS requires a formal acknowledgement for gifts to GSWISE that are valued at \$250. Those gifts will also be acknowledged in writing by a member of the GSWISE Fund Development staff.