



## Gift In-Kind Donation Form

Date: \_\_\_\_\_

### Donor Information

Contact Name	
Business Name	
Address	
City	
State	
ZIP Code	
Telephone Number	
Email	

### In-Kind Donation Information

Donation Description	
Date of Contribution	
Received By	
Value of Item(s)	
Contribution Value Established by:	<input type="checkbox"/> Donor Invoice <input type="checkbox"/> Appraisal <input type="checkbox"/> Sales Receipt <input type="checkbox"/> Donor Stated Value Other: _____

### Acknowledgement

Thank You Sent <input type="checkbox"/>	Donor Entered Into Database <input type="checkbox"/>	
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You may attach any receipts you have to this form (but not necessary) and return forms to Peter Pearson, Interim Head of School for approval. Once the office receives the Gift In-Kind Donation Form, the donor will be sent an official acknowledgment letter for tax purposes, be entered into the Westfield Friends School database and included in our annual report under Gifts In-Kind for the fiscal year. Westfield Friends School's fiscal year is July 1 through June 30. Donors are responsible for assigning fair market value to their donated goods. Only donations of tangible goods are eligible for tax deductions. Please refer to IRS Publications 526 and 8283 for additional information.

*Westfield Friends School is a registered 501(c)(3) organization.  
Your donation is tax-deductible to the fullest extent allowed by law.*