



In-Kind Donation Form  
Big Shoulders Fund  
*18<sup>th</sup> Annual Golf Classic*

Monday, August 13, 2018 - Olympia Fields Country Club (2800 Country Club Drive)

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Contact \_\_\_\_\_

Contact Position \_\_\_\_\_

Signature \_\_\_\_\_

Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

Gift Donated \_\_\_\_\_

Estimated Fair Market Value \$ \_\_\_\_\_

Description of donation (if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return this form with your donation by Friday, July 13, 2018, to:

Big Shoulders Fund

Attn: *Golf Classic*

212 W. Van Buren, 9<sup>th</sup> floor

Chicago, IL 60607

Phone: (312) 751-8337 Fax: (312) 751-5235

[info@bigshouldersfund.org](mailto:info@bigshouldersfund.org)

[www.bigshouldersfund.org](http://www.bigshouldersfund.org)

## **IN-KIND DONATION GUIDELINES:**

In-kind donations are non-cash gifts of physical property or services.

Providing in-kind services and materials requires review and approval from the Big Shoulders Fund management staff prior to acceptance. Only signed donation forms are acceptable and must be accompanied by verification of the value of the gift as determined by the donor (i.e. receipt, documentation, appraisals, etc.).

In order to be tax deductible, the IRS requires gifts of \$5,000 or more to be accompanied by a formal third-party appraisal and the IRS form 8283 completed by a registered appraiser and signed by the Director of Development. It is the responsibility of the donor to obtain the appraisal and IRS form.

Please note: Big Shoulders Fund is not responsible for establishing monetary values for gifts of real or personal property. Donations are tax deductible to the extent allowed by law.

A letter of acknowledgment for the donation will be sent to the donor upon receipt of completed form and the in-kind donation. Please retain this letter for tax purposes and consult your tax advisor if you have any questions.

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

1. Provide information related to the donor including name, organization, address and other contact information.
2. Provide detailed information related to the description of the item or service being donated. (I.e. expiration dates (should be at least a year from the date of the event they are being donated for), specific quantities, use restrictions, etc.)
3. The Estimated Fair Market Value (FMV) must be completed by the donor. Big Shoulders Fund cannot place a FMV amount or interpret the value of any non-financial donations.
4. No financial donations are considered In-kind donations.
5. Send the completed form to the Big Shoulders Fund office for review and approval.
6. A copy of all in-kind donations will be maintained at the Big Shoulders Fund office for audit purposes.
7. Donations that cannot be accepted or fall outside the standard guidelines for acceptance will be rejected.
8. A formal letter of acknowledgement will be sent to the donor and a copy will be kept on file in the Big Shoulders Fund office.