



# In-Kind Donation Form

## Donor's Information:

(circle one)

Donor **Individual** or **Business** Name: \_\_\_\_\_

Business: Attention To: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Would you be willing to donate this item or a similar item to other Arboretum Foundation events or projects? YES NO

## Item Information:

Retail Value \$ \_\_\_\_\_ (\$0.00 and Priceless not permitted)

Item Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Donation: (circle one) : Certificate Merchandise Tickets Underwriting Use of Property Vendor Other \_\_\_\_\_

Item Restrictions or Limitations Expiration Date: \_\_\_\_\_

Black Out Dates: \_\_\_\_\_

Use Limitations: \_\_\_\_\_

\_\_\_\_\_

Travel Related: Donor Contact Name and Phone Number: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

## MEMBER USE

Form Filled Out By: \_\_\_\_\_

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

(circle one) Donated by: Solicited by: \_\_\_\_\_  
(name) \_\_\_\_\_

Relation to Donor: \_\_\_\_\_

\_\_\_\_\_

## Intended Use:

Fundraiser

Named: \_\_\_\_\_

## Item Location:

Arrange Pick-up/Contact Details: \_\_\_\_\_

\_\_\_\_\_

Sent to JLLA to arrive by: \_\_\_\_\_

\_\_\_\_\_

Given To Donor Relations: (circle one)

Mail Box Committee Member

Name: \_\_\_\_\_

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

## OFFICE USE ONLY

Date Logged in: \_\_\_\_\_ Int.. \_\_\_\_\_

Date IRS Letter Sent \_\_\_\_\_ Int.. \_\_\_\_\_

\_\_\_\_\_

Date Item Received \_\_\_\_\_

Item # \_\_\_\_\_

Auction Item #: \_\_\_\_\_

Category: \_\_\_\_\_

**Thank you for your generous donation.**