

Gift-In-Kind Donation Guidelines:

- A gift-in-kind is a non-cash gift of physical property or service. Examples of gifts-in-kind include, but are not limited to, books, supplies, equipment, artwork, and furniture.
- All gifts-in-kind must be accompanied by verification of the value of the gift as determined by the donor (e.g. receipt, documentation, appraisals, etc.). In order to be tax-deductible, the IRS requires gifts worth \$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: Glenelg Country School is prohibited by IRS regulations from establishing monetary values for gifts of real or personal property. Donations are tax-deductible in keeping with IRS regulations.
- Should you have any questions, please refer to www.irs.gov publications 526 and 561 and consult your tax adviser, or call Lindsay Frost-Bhasin, Director of Annual Giving, at (410) 531-7337.

Individual or Corporation Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Service or Item(s) to be donated: *(Please include a description of service/items or attach an inventory of all items, condition, year, quantity and, when appropriate, serial number.)*

Event or Program Related to Donation: _____

Fair Market Value *(as determined by the donor)*: _____

Division Head Acceptance: _____

Signature

Date

Director of Development: _____

Signature

Date

Donor: _____

Print Name

Date

Signature