



**In-Kind Donation Form
18th Annual
Big Shoulders Fund Ball
Friday, September 27, 2024**

Offshore Rooftop (1000 East Grand, Navy Pier)

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, August 30, 2024, to:

Big Shoulders Fund

Attn: Big Shoulders Fund Ball

212 W. Van Buren, 9th floor

Chicago, IL 60607

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

info@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.).

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 donor's responsibility 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 donor must complete the Estimated Fair Market Value (FMV). Big Shoulders Fund cannot place an 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.