



A Learning Village in La Jolla

7380 GIRARD AVENUE, LA JOLLA, CA 92037

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In-Kind Donation Form

Thank you for your interest in donating an item to Gillispie School! To process your request, please follow the steps below.

Step One: Please contact Jill McIntyre Kelly, Director of Advancement & Community Relations, to determine whether your donated item is a fit for the School.

Step Two: Please fill out the following form and email to Jill McIntyre Kelly at jkelly@gillispie.org, or submit to the Front Desk or by mail.

Date of Donation: _____

Name and Date of Where Event Item Will Be Used (if applicable): _____

Name of Donor: _____

Donor Address: _____

Donor Phone Number: _____ Donor Email: _____

Description of Item Donated (include quantities if applicable):

Estimated Fair Market Value:
(must be completed by donor)

\$ _____

Fair Market Value of Goods/Services Given to Donor in Return:
(to be completed by Gillispie)

\$ _____

Donor Signature:

Received By: _____

Date Received: _____

Staff Signature: _____

RULES AND REGULATIONS:

IN-KIND donations must meet the standard charitable organization rules as outlined by the Federal Accounting Standards Board (FASB) which includes:

Current standards of the FASB require that contributed services be recognized and recorded. The following criteria must be met: (1) the donation must be useful; (2) the service creates or enhances a non-financial asset; (3) the services require specialized skills and are provided by individuals with those skills.

Providing IN-KIND services and materials require review and approval from Gillispie School management staff prior to acceptance. Only signed, approved donation forms are acceptable as acknowledgement of in-kind donations.

Instructions for completing the IN-KIND DONATION FORM:

1. Provide specific project information related to the event being planned, including date.
2. Provide detailed information related to the description of the item or service being donated. For printing donations, include specific number of pages, packets or other items that are being considered. For other material items, include specific quantities being considered.
3. The Estimated Fair Market Value (FMV) **must be completed by the donor**. The school cannot place a FMV amount or interpret the value of any non-financial donations.
4. Provide donor-benefit amounts being returned to the donor in exchange for their in-kind donation.
 - a. Example: A donor provided printing of 100 booklets for an Educational Conference and received a dinner at the event. The cost of the dinner must be itemized and recorded.
5. Provide information related to the donor including name, organization, address and other contact information.
6. Record the date received and your name.
7. Send the completed form to The Gillispie School's Development office for review and approval. A copy of the completed, approved form will be sent directly to the donor, and one copy of all in-kind donation forms will be maintained at the office for audit purposes.
8. Donations that cannot be accepted or fall outside the standard guidelines for acceptance will be rejected. A formal letter will be sent to the donor and a copy of the notice will be retained for our records.