

Dear Chapter Member,

For any in-kind donation, chapters are responsible for writing in-kind gift receipts and sending acknowledgements to in-kind donors. If the in-kind donation is valued at \$250 or more, donors may request a receipt from the Executive Office by sending a copy of their receipt to Alpha Phi Foundation. The address is provided on the in-kind gift receipt.

Best practice: When your in-kind donor completes their in-kind gift receipt, it's best to make a copy of the receipt for your chapter records. Chapters may use the gift receipt copies when receipting auction items winners, as a reminder to send follow-up thank you cards, as a reference for next year's event and more.

If you have any questions regarding how to use the in-kind gift receipt, please contact the Manager of Chapter Giving at chaptergiving@alphaphi.org.

What is an in-kind donation?

An in-kind donation, also referred to as gift in kind, is the charitable giving of goods and services rather than cash. In-kind donations are distinguished from gifts of cash.

Why make an in-kind donation?

Both cans and in-kind donations can provide a tax deduction for the donating individual or company. Sometimes, contributions of goods and services may enable a donating company to be more generous than it might have been otherwise

Example A

The owner of Henry's Flower Shop decides to make an in-kind donation of 30 floral centerpieces to your chapter Red Dress Gala

Example B

A local alumna owns a Pure Barre studio. You ask whether she'd be able to donate an item for your raffle. She agrees to make an in-kind donation to your raffle.

Example C

Your local market opts to provide snacks and water bottles for runners after your Move Your Phi't 5K.



In-Kind Gift Receipt

Alpha Phi Foundation
1930 Sherman Ave | Evanston, Ill. 60201
(847) 475-4532 | www.alphaphifoundation.org

Please keep this receipt for tax-deduction purposes. In-kind gifts refer to donations of goods and services rather than donations of cash. Please note, according to IRS regulation, establishing a dollar value on donated items is the exclusive responsibility of the donor. Donated services are not tax-deductible. **If the gift is valued at \$250 or more, please send a copy of this receipt to Alpha Phi Foundation at 1930 Sherman Avenue, Evanston, Ill. 60201 to receive official notification.**

Donor or Company Name: _____

Company Contact (if applicable): _____

Telephone #: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Gift Type: Service Product Donation Est. Value (as determined by donor): \$ _____

Description of Donation: _____

Chapter Receiving Donation (chapter/school): _____

Chapter Event Name: _____ Event Date: ____/____/____

The undersigned is a representative of Alpha Phi Foundation, a 501(c)(3) charitable and educational organization. Gifts are tax-deductible in the United States according to law.

Alpha Phi Member/Volunteer: _____ Date: ____/____/____

Authorized Donor Signature: _____ Date: ____/____/____

Check if you prefer to remain anonymous

If you have any questions, please contact chaptergiving@alphaphi.org or 847.316.8964.

FOR FOUNDATION OFFICE USE ONLY

Date Received: _____ Staff Initials: _____ | Confirmation Sent: _____ Staff Initials: _____