

**Usdan Summer Camp for the Arts**  
185 Colonial Springs Rd, Wheatley Heights, NY 11798  
631.643.7900  
EIN: 13-2792668

## IN-KIND DONATION FORM

Event: \_\_\_\_\_ Date of Event (if applicable): \_\_\_\_\_

Program/Purpose: \_\_\_\_\_

Description of Item (include quantities): \_\_\_\_\_

\_\_\_\_\_

Estimated delivery date: \_\_\_\_\_

Estimated Fair Market Value: \$ \_\_\_\_\_

Auction Minimum Bid Requirement (if applicable): \$ \_\_\_\_\_

Individual donor, organization or company name: \_\_\_\_\_

Donor Listing (how you wish name to appear in materials): \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Internal use only

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

APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_



## IN-KIND DONATION FORM

We deeply appreciate your thoughtful consideration of an In-Kind donation, recognizing the invaluable impact it has on furthering our mission at Usdan Summer Camp for the Arts (Usdan).

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 acceptance from Usdan's Development Director. Only signed, approved donation forms are acceptable as acknowledgement of in-kind donations.

### Instructions for completing the IN-KIND DONATION FORM:

1. Provide specific information related to the event or program, if applicable.
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. No financial donations are considered in-kind donations.
3. The Estimated Fair Market Value (FMV) must be completed by the donor. Usdan employees 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 playbills for a theater performance and received a meal at the event. The cost of the meal 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. Please submit the completed In-Kind Donation form via email to Usdan's Development team at [development@Usdan.org](mailto:development@Usdan.org)

by mail to:

Usdan Summer Camp for the Arts  
185 Colonial Springs Road  
Wheatley Heights, NY 11798  
ATTN: Development Department

or deliver it in-person at the Development office inside the Administrative building for review and approval.

For any inquiries or assistance, please send an email to [development@Usdan.org](mailto:development@Usdan.org)

A copy of the completed, approved form and an Acknowledgement Letter will be sent directly to the donor and one of all in-kind donation forms maintained at the Development office for audit purposes.

8. Donations that cannot be accepted or fall outside the standard guidelines for acceptance will be declined. A letter will be sent to the donor and a copy of the notice will be recorded on file.

Separate tracker form (internal use)

Fair market value of any goods or services given to donor in return: \$ \_\_\_\_\_