

In Kind Donation Form

Date:

Name:

Committee / Event:

Description of Items	Purpose/Use	Donor	Value (est)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Value of Donation:

Donor Information (address, contact etc):

Other Information or Comments:

Instructions

All the sunken fields (date, name, committee, cells in the table etc) are fillable fields if you are using Adobe Reader or Adobe Acrobat. Simply click in one and type, use the Tab key to move between fields. The total value of the donation will be auto-calculated. If you are using Preview you may be able fill out fields but the tab order may be strange and the auto-calculate will not work. You can also print out the form and fill it out manually.

List the committee arranging or receiving the in kind donation and/or the event it is for (for example, Membership/Open Call, for an in kind donation of handbook printing). For each item fill in the description, the purpose (if not included in the description), the estimated value and the donor.

Example:

<u>Item</u>	<u>Purpose</u>	<u>Value</u>	<u>Donor</u>
LED projector	board, annual meetings	\$300	Jay Smith

or

member forms 100 copies, B&W single-sided	Open Call	\$10	LargeCorp
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or

bottled water 4 cases	sell at rehearsals general fundraiser	\$16	Nellie Doe
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When the form is filled out, use the Print Form button to print it (p1 only). Note, if using Adobe Reader you may not be able to save the form with the fields filled out but you can probably print it to a pdf (depending on your operating system). If you are using Adobe Acrobat you should be able to save the filled out form.

Attach any receipts for items (such as water) that are purchased and then donated, and give to the treasurer/book-keeper, or scan receipts and email the form and receipts to the treasurer (treasurer@therainbowchorale.org). Note, donated services (such as printing) and second hand items usually do not have receipts.