

In-Kind Donation Form

Make-A-Wish® Illinois

200 W Monroe St, Suite 1801, Chicago, IL 60606

DONOR INFORMATION		
Donor:		
Address:		
City:	State:	Zip:
Contact:	Title:	
Phone #:	Email:	

IN-KIND INFORMATION	
Item Received:	Received by:
Date of Contribution:	Value of Item:
Description of Contribution:	
For Wish Child:	
(or) Event:	

Is the Donor okay with us sharing their information with other Volunteer Wish Granters?
<input type="checkbox"/> Yes, they would like to help again.
<input type="checkbox"/> No, we prefer our information to only be kept internally at Make-A-Wish.

What type of In-Kind contribution is being made? Please check one....
<input type="checkbox"/> Goods <input type="checkbox"/> Services <input type="checkbox"/> Use of Facility (E.G. Airline tickets and hotel rooms)
If this is a facility In-Kind, are you the owner of this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No

How was the value of the contribution established? Please check one....
<input type="checkbox"/> Donor Invoice <input type="checkbox"/> Appraisal <input type="checkbox"/> Sales Receipt <input type="checkbox"/> Donor Stated Value
Other:

Note to Wish-Granters: Please complete an in-kind form for each in-kind donation you receive for a wish child. Donations include items or services given free of charge **or** at a discounted price. Mail or fax this form to the MAWF office. The donor will be entered into the Make-A-Wish database, sent a quarterly newsletter and sent an official acknowledgment letter* for tax purposes. For donations over \$100 please obtain a sales receipt, invoice or written documentation from the donor that states the in-kind value and send with your in-kind form. This is a standard accounting practice that is necessary in order for us to record and acknowledge the donor for their gift.

***A personal thank-you note must also be sent to the donor by the person who receives the donation.**

Office use only: Entered into WVC/CRM Acknowledgment sent
Wish Manager _____