



Pilot International
102 Preston Court, Macon, GA 31210
478-477-1208

IN-KIND DONATION FORM

Goods/Services Donated: _____ Date of Donation: _____

Description of Donation (include quantities):

Estimated Fair Market Value: Donation: \$ _____ Designated Fund: _____

Donor: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____ Email: _____ Fax: _____

Acknowledgement Information (If different than donor):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

To be completed by Pilot International President or Executive Director:

DATE RECEIVED: _____

APPROVAL: _____ DATE: _____



IN-KIND DONATION FORM

RULES AND INSTRUCTIONS:

In-Kind donations must meet the rules as outlined by the Pilot International policy:

Pilot International shall accept in-kind contributions in lieu of cash donations for needed goods or services. The amount recognized as a contribution shall not exceed the fair market value, and would be typically need to be purchased if the goods or services had not been donated. In-kind contributions may be included in lifetime donor giving levels. The Executive Director or PI President shall approve acceptance of in-kind contributions prior to the donation. Examples of in-kind contributions include: equipment, books, furniture, supplies, advertising, royalties, accounting, and property maintenance.

Donating in-kind goods and services require review and approval from the Pilot International Executive Director or PI President 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 detailed information related to the description of the donated goods or services. 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. For donation of services, include amount of time – i.e., hours, days. No financial donations are considered in-kind donations.
2. The donor must provide the Estimated Fair Market Value (FMV). Pilot International cannot place a FMV amount or interpret the value of any non-financial donations.
3. Provide information related to the donor including name, address, and other contact information.
4. Send the completed form to the Pilot International HQ 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 Pilot International HQ office for audit purposes.
5. Donations not in compliance with the Pilot International In-Kind Donation Policy will not be approved. A formal letter will be sent to the donor and a copy will be retained for our records.