



GIFT-IN-KIND DONATION FORM

Thank you for your donation to Umbrella. Please read through our policies and procedures for gifts-in-kind (see reverse) and complete the form below.

By signing below, I acknowledge that:

- I understand all donations of gifts-in-kind must be pre-approved by the Marketing & Development Director prior to delivery.
- I understand the items I donate will become the property of Umbrella and that Umbrella reserves the right to determine how they will be used.
- I have read the policy on the back of this form and agree to all of its terms.

*Signature: _____

*Name (print): _____ Date: ___/___/___

We list the names of donors of gifts-in-kind in our annual report, which appears online. If you wish to remain anonymous, please initial here _____.

*Address: _____

Telephone: _____ Email: _____

*We need your address in order to provide you with a tax receipt. If you do not want a written receipt, please initial here _____.

*Description of items donated:

Is this gift in honor or in memory of someone? ___ Yes ___ No

If yes, please complete the following:
In honor of: _____

In memory of: _____

Please include this form with your donations. If you are shipping items, please send them to:

Umbrella
ATTN: Marketing & Development Director
1222 Main Street, Ste. 301
St. Johnsbury, VT 05819

GIFT-IN-KIND DONATION POLICY

POLICY ON ACCEPTING GIFTS

Due to space shortage and the high costs associated with processing, storing, and preserving donated items, Umbrella can only accept gifts-in-kind that meet current or anticipated needs. We reserve the right to decline gifts that do not meet current or anticipated needs.

All donations must be pre-approved by the Marketing & Development Director prior to delivery. Donors are also required to complete a donation form. While individuals may initiate conversations with Umbrella staff about potential gifts, the Marketing & Development Director must have direct contact with a donor before gifts are accepted and received.

Umbrella cannot appraise gifts for tax purposes. We will acknowledge receipt of pre-approved gifts but cannot assign actual values for items. Donors who require this information should self-appraise or arrange for the materials to be appraised prior to donating them to Umbrella. Donors are responsible for all appraisal costs. Donors are responsible for packing and shipping/delivering gifts-in kind and for fees related to shipping, insurance, and delivery.

Any gifts-in-kind accepted by Umbrella become the property of Umbrella, and the organization reserves the right to determine matters related to the retention, processing, storage, use, preservation, and possible disposal of the item. Umbrella will make every effort to put accepted items to good use, and unused items will be recycled appropriately.

GUIDELINES

Umbrella accepts gifts that are consistent with its mission and that support its core programs or special projects. There must also be a current or anticipated need.

PROCEDURES FOR DONATING

1. Contact the Marketing & Development Director to confirm that there is a current need for the item you wish to donate.
2. Prepare and submit a list of all items, include a brief description of each. Email or mail your list to info@umbrellanek.org. The Marketing & Development Director will review the list, identify items that we can accept, and contact you within 7-10 business days. We cannot accept donations unless they have been pre-approved by the Marketing & Development Director.
3. Complete a [Gift-in-Kind Donation Form](#) and send it, along with the pre-approved items, to:

Umbrella
ATTN: Marketing & Development Director
1222 Main Street, Ste. 301
St. Johnsbury, VT 05819

4. Please do not send items or leave items at Umbrella's offices unless they have been pre-approved. We cannot accept or acknowledge items that have not been pre-approved as part of the process outlined above.