



GIFT-IN-KIND DONATION POLICY

POLICY ON ACCEPTING GIFTS

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

All donations must be pre-approved by the Marketing & Development Director prior to delivery. Donors are also required to complete a donation form. While intermediaries 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 materials. Donors who require this information should arrange for the materials to be appraised prior to donating them to the library. 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.

Donors should be aware that 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, shelving location, use, preservation, and possible disposition of the material. For the items it accepts, Umbrella will make every effort to put them to good use; items that we do not keep will be offered to another organization or recycled.

GUIDELINES

Umbrella accepts gifts that are consistent with its mission and that support its core programs, as well as special projects. There must also be a current or anticipated need in one of our programs.

PROCEDURES FOR DONATING

1. Please check with the Marketing & Development Director to confirm that there is a current need for the items you wish to donate.
2. Please prepare and submit a list of all materials/items and include brief description of each. Please email or mail your list to Athena Bandit (athena@umbrellanek.org). The Marketing & Development Director will review the list, identify items that we need, and contact you. We cannot accept donations unless they have been pre-approved by the Marketing & Development Director.
3. Complete a **Gift-in-Kind Donation Form** (see reverse) and send it, along with the pre-approved items, to:
Marketing & Development Director
Umbrella
1222 Main Street, Ste 301
St. Johnsbury, VT 05819
4. Please do not send items to or leave boxes of items at either of Umbrella's offices unless they have been pre-approved. We cannot accept or acknowledge materials that have not been pre-approved as part of the process outlined in steps 1-3, above.



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

Signature: _____

Name (print): _____

Today's Date: _____

Note: We list the names of donors of gifts-in-kind annually in our year-end report, which appears online. If you do not want your name listed, please initial here _____ .

Address: _____

Telephone: _____ Email: _____

We need your mailing address or email 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 the materials, send them to:

Marketing & Development Director

Umbrella

1222 Main Street, Ste. 301

St. Johnsbury, VT 05819