

**Non Cash Charitable Contributions Form
Boys & Girls Clubs of Greater Houston**

Thank you very much for making an in-kind donation to the Boys & Girls Clubs of Greater Houston. This form will help us properly record and acknowledge your generous gift. If you have any questions, please contact Sara Kruger, Development Associate, at skruger@bgclubs-houston.org or 713-868-3426.

Donation and Donor Information (to be filled out by donor):

I/we wish to donate the following items to the Boys & Girls Clubs of Greater Houston, as described below:

Estimated Fair Market Value (FMV) of the Donation: \$

Method used to determine FMV:

Date of Donation:

Donor Name(s):

Contact and Title: (if applicable)

Mailing Address:

Phone Number:

Email:

Special Instructions, including designation of gift, if any. Attach additional pages if necessary.

Signature of Donor(s):

Information to be completed by Boys and Girls Clubs of Greater Houston

Program/Club Location:

Name of Employee Accepting Contribution:

Branch Director:

Additional Notes:

The IRS requires, for our records and yours, that an estimation of the dollar amount of a non-cash contribution be given. IRS publication 563, *determining the Value of Donated Property*, is helpful for individuals, partnerships and corporations who make non cash contributions. If a non-cash contribution exceeds \$500, the taxpayer must file IRS Form 8283.