



The Village School of Naples

6000 Goodlette Road N

Naples, FL 34109

(239) 593-7686

IN-KIND DONATION FORM

Date Received: _____

Project or Event for Use (If Applicable): _____

Description of Item (include quantities): _____

Estimated Fair Market Value of Donation: \$ _____

Individual Donor or Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Contact Person: _____

Email: _____

Development Office Staff Member: _____

APPROVAL: _____ DATE: _____

IN-KIND DONATION FORM RULES AND INSTRUCTIONS:

Current standards of the FASB require that contributed services be recognized and recorded. The following criteria must be met: (1) the donation must be useful; (2) the service creates or enhances a non-financial asset; (3) the services require specialized skills and are provided by individuals with those skills.

Providing IN-KIND services and materials require review and approval from the Village School of Naples Development Office 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 specific project or event information related to the in-kind donation.
2. Provide detailed information related to the description of the item or service being donated. 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. No financial donations are considered in-kind donations.
3. **The Estimated Fair Market Value (FMV) must be completed by the donor.** The Village of Naples cannot place a FMV amount or interpret the value of any non-financial donations.
4. Provide information related to the donor including name, organization, address and other contact information.
5. Record the date received and your name.
6. Send the completed form to the Village School of Naples Development 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 Village School of Naples Development Office for audit purposes.
7. Donations that cannot be accepted or fall outside the standard guidelines for acceptance will be rejected. A formal letter will be sent to the donor and a copy of the notice will be retained for our records.