



In-Kind Donation Form

Thank you for your donation to West Side Ecumenical Ministry!

Please take a moment to complete this form for any donation of goods and/or services you provide to the agency. It will help us properly thank and acknowledge you for your gift(s). All donors receive a letter of acknowledgement for tax purposes. If you do not provide an estimated fair market value, your estimated value will not be mentioned in the acknowledgement letter.

Please return this form to:

West Side Ecumenical Ministry
Development Department
5209 Detroit Avenue
Cleveland, Ohio 44102

For Office Use Only

Date: ____/____/____

Name of Staff Contact (who received gift): _____

Is the gift designated for any program? _____

Was the donation solicited? Yes No By Whom? _____

Address: _____
Street City State Zip

May we list your name in our publications/Web site? Yes No

Phone (home): (____)-____-____ Phone (work): (____)-____-____

E-Mail Address: _____

Description of In-Kind gift (please be as specific as possible):

Donor Estimated Value (Optional): \$ _____ Donor Signature: _____

An employee of West Side Ecumenical Ministry, unless he or she is the donor, may not provide a donor estimated value. (IRS Publication No. 561) Note: If the donor estimated value is more than \$5,000, the IRS requires a qualified, certified appraisal of the donation which must be attached to this donor form.

Certified Appraisal attached? YES NO