

Guidelines for 'In Kind' Gifts

An in-kind gift is any non-monetary good or service donated to a COTA community fundraising campaign.

Examples of an in-kind gift include:

- Items donated for an auction or drawing
- Printing of fundraising materials
- Services donated for an event
- Venue donated for a fundraising event

Gift-in-kind contributions are tax deductible to the fullest extent of the law and can be acknowledged with a COTA **Gift In Kind Form**. This form must be completed and the white original must be sent to COTA.

A sample Gift In Kind Form is included in the campaign training supply box. Additional copies may be ordered in the [Order Supplies tab](#) of the *For Volunteers* section of COTA.org.

The **white original** of the Gift In Kind Form should be sent to COTA's headquarters for contributor acknowledgement. The **yellow copy** of the Gift In Kind Form should be given to the contributor. The last three lines can be used by the volunteer team to track in-kind contributions.

It is the responsibility of the individual making the contribution to report the fair market value to their tax preparer.

Please contact COTA at CampaignInfo@cota.org if there are any questions regarding receiving or acknowledging in-kind gifts.

Always remember to have the contributor provide the declared fair market value.

Children's Organ Transplant Association,
Gift In Kind Form
COTA for

Donor Name _____
Contact Name _____
Address _____
Phone _____
Email Address _____
Donation Description _____

Market Value of Donation (Declared by the Donor) \$ _____

Received by _____ Date _____

Campaign Use Only:
Location _____
Intended Use _____
In the Care Of _____

2501 West COTA Drive • Bloomington, Indiana 47403
800.366.2682 • cota@cota.org • www.cota.org 788