



# GIRL SCOUTS OF CONNECTICUT

[WWW.GSOFCT.ORG](http://WWW.GSOFCT.ORG) 1-800-922-2770

## Gift-in-Kind Acceptance Form (For Service Unit, Troop/Group, Event, Site)

The Service Unit or Troop/Group must notify the Director of Membership Services or her/his designee and receive approval from GSOFCCT before any in-kind gift is either solicited or accepted. Neither the Service Unit nor the Troop/Group can provide documentation of tax-deductibility for the donation. Only GSOFCCT can provide a tax receipt. If a gift of goods or services is received that is valued at over \$100 and/or the donor requests a tax-deductible receipt, this Gift-in-Kind Acceptance Form #1220 must be completed and submitted to the Council so the donor may be properly thanked. If the form is not submitted, the gift may not be recognized as tax deductible. For more detailed information, consult the finance section in the Volunteer Essentials Manual.

**DONOR\*** \_\_\_\_\_  
**ADDRESS (please include zip code)** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **ZIP** \_\_\_\_\_  
**GS CONTACT NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**TITLE** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

QUANTITY	COST PER ITEM	TOTAL ESTIMATED VALUE	DESCRIPTION
	←TOTAL→		

Service Unit, Troop/Group#, or Event, Site: \_\_\_\_\_ Date of Gift: \_\_\_\_\_  
Received by (name): \_\_\_\_\_ Requested by: \*\* \_\_\_\_\_  
Address: \_\_\_\_\_ How gift will be used: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Where: \_\_\_\_\_  
Phone: \_\_\_\_\_ When: \_\_\_\_\_  
Email: \_\_\_\_\_ Thank-you sent: Yes  No  \*\*\*

Gifts-in-kind include supplies, service, equipment, food, and beverages.

Please complete this entire form and return the original and one copy to:

Fund Development Department  
Girl Scouts of Connecticut  
340 Washington Street  
Hartford, CT 06106

\*Donor = the company or individual who made the contribution.

\*\*Requested by = the individual who requested the gift (if applicable).

\*\*\*The Development Office will send to the donor a thank-you letter which may be used for tax purposes. A thank-you note should also be sent from the Troop/Group which benefited from the gift. Please check the "thank-you sent" box after the thank-you is mailed out.