



# In-Kind Donation Form Instructions

**Dear Animal Friends supporter:**

Thank you for thinking of our animals. We appreciate your gifts to them. It will be helpful if you can please record the donations on the In-Kind Donation Form. We will need to xerox the forms, so blue or black ink would be best.

Thank you!

## **Section 1**

### ***Donor information***

The donor (must be over 18) fills out this section for a record of the donation to be filed at Animal Friends. If the box “receipt requested” is checked, a Thank You letter will be sent out to acknowledge the donation, which will also serve as a tax receipt. If the donor is under 18, we request that a parent or guardian fill out Section 1, and put the child’s information in section 2. If the donor wishes to have an itemized acknowledgment, section 3 will need to be completed (or an itemized list attached).

## **Section 2**

### ***Donations from students under age 18***

Please note if the donor is under the age of 18 by filling out the additional information in section 2. A certificate will be given out at the greeter’s desk if the donor is under 18. Families or small student groups may opt to schedule a donation drop-off appointment with the Education Coordinator to receive a personal tour and photo opportunity. Please see the education/children’s webpage at [www.ThinkingOutsideTheCage.org](http://www.ThinkingOutsideTheCage.org) for more information.

## **Section 3**

### ***Kennel Inventory***

For an itemized recognition letter, please complete section 3 by filling in the total number of pounds or cans as indicated, then itemizing the rest of the donation in the lined section. The back of the form may be used if necessary.

*Please submit the In-Kind Donation form to a staff member in Animal Friends’ retail store.*