



## Gala Gift-In-Kind Acceptance Form

Please complete the below information and email, fax or mail back to Groves Academy at the attention of the Advancement Department. For any questions, please contact Ashley Gotreau, Director of Annual Giving at [gotreaau@grovesacademy.org](mailto:gotreaau@grovesacademy.org), 952-915-4258, or fax: 952-920-2068.

**Gift-In-Kind Acceptance Policy:** Acceptance of Gift- In-Kind items shall be conditional upon completion of this application and verification of the evaluation.

Groves Academy reserves the right to return the item back to the donor if for some reason the item is not used. Groves Academy also reserves the right to decline a donated item. In order for any gift to be properly recorded, the donor is asked to provide documentation as to the current fair market value of the item(s). For help determining the fair market value, please refer to IRS publication 561 determining the value of donated property.

Groves Academy is a 501 (c) 3 non-profit organization. Federal Tax Id: 41-0979871. Your gift to Groves Academy is tax-deductible to the full extent allowed by law. No goods or services have been given in return for this contribution. This information is not intended to be legal advice, so please consult your attorney or tax advisor. If you do not wish to be contacted by mail or telephone, please contact Groves with the below contact information.

Donor Name (First and Last): \_\_\_\_\_

Address: \_\_\_\_\_  
(city) (state) (zip)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Description of Donated item: \_\_\_\_\_  
\_\_\_\_\_

Restrictions (if any): \_\_\_\_\_  
\_\_\_\_\_

Estimated Value of Gift: \$ \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(Determined by donor) (If left blank, we will indicate the certificate will expire June, 2022)

Signature and Date: \_\_\_\_\_

***Thank you for your gift!***

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***To be filled out by Groves Academy Staff:***

Date Received: \_\_\_\_\_

Gift Designation: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Staff Signature and Date: \_\_\_\_\_

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_