

The San Diego Brain Injury Foundation is looking for partners to make the 2021 surviveHEADSTRONG a HUGE success. This is your opportunity to join the team and provide an in-kind donation or raffle item for the walk on **Saturday, March 20, 2021**. All in-kind donors will be listed in a Facebook post, on the SDBIF website and on the Classy event page. If you would like to submit additional marketing collateral to be available to the participants, that can be arranged as well. All donors will receive a receipt for a tax deduction based on the value of the donation.

Applications must be submitted by **Friday, February 26, 2021**. Please fill out the enclosed form and return it to:

The San Diego Brain Injury Foundation

Via mail: PO Box 84601, San Diego, California 92138

Via fax: (619) 294-2911

Via email: walk@sdbif.org

Your support will be greatly appreciated and will directly help brain injury survivors and their families in San Diego. If you have any questions or need assistance, please call us at 619-294-6541. Thank you!

TYPE OF IN-KIND DONATION

☐ **GOODS**

☐ **SERVICES**

☐ **GIFT CERTIFICATE** RAFFLE ITEM – DESCRIBE BELOW

☐ **GIFT BASKET** RAFFLE ITEM – DESCRIBE BELOW

☐ **SORRY, WE CANNOT PARTICIPATE. HOWEVER, WE WILL DONATE: \$ _____**

☐ **SORRY, WE CANNOT PARTICIPATE. HOWEVER, CONTACT US NEXT YEAR.**

☐ **OTHER: _____**

ITEM DESCRIPTION / INFORMATION

Do you need the item picked up? ☐ YES ☐ NO If YES, when will it be available? _____

Do you need US to create a Gift Certificate? ☐ YES ☐ NO If YES, when does it expire? _____

Donor's estimated value of the item: \$ _____

May SDBIF contact you for future donations? ☐ YES ☐ NO

DONOR INFORMATION

Business / Donor name: _____

Person / Business to be Recognized _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

(OFFICE USE ONLY)

APPROVED BY: _____ **DATE** _____

IN-KIND and RAFFLE donations must meet the standard charitable organization rules as outlined by the Federal Accounting Standards Board (FASB) which includes:

Current standards of the FASB require that contributed services be recognized and recorded. The following criteria must be met:

1. The donation must be useful.
2. The service creates or enhances a non-financial asset.
3. The services require specialized skills and are provided by individuals with those skills.

Providing IN-KIND services and materials require review and approval from the San Diego Brain Injury Foundation (SDBIF) Chief Operating Officer (COO) prior to acceptance. Only signed, approved donation forms are acceptable as acknowledgement of in-kind donations.

SDBIF staff, volunteers, and interns are not responsible for approving in-kind donations. All requests for in-kind donations and support must be completed and submitted to SDBIF for review and approval by February 28, 2020.

Instructions for completing the IN-KIND DONATION FORM:

1. Provide detailed information related to the description of the item or service being donated. For printing donations, include specific number of pages, packets or other items that are being considered. For other material items, include specific quantities being considered. No financial donations are considered in-kind donations.
2. The Estimated Fair Market Value must be completed by the donor. SDBIF cannot place a FMV amount or interpret the value of any non-financial donations.
3. Provide donor-benefit amounts being returned to the donor in exchange for their in-kind donation.
 - a. Example: Donor provided printing of 500 t-shirts for an Awareness Walk and receives 5 tickets to the event, the amount of the per/person ticket for the event must be itemized.
4. Provide information related to the donor including name, organization, address and other contact information.
5. Record the date received and your name.
6. Send the completed form on the first sheet to SDBIF for review and approval. The form can be sent to SDBIF by: PO Box 84601 San Diego, California 92138 OR
Faxed to (619) 233-4428, or emailed to walk@sdbif.org.
**A copy of the completed, approved, form will be sent directly to the donor*
***A copy of all in-kind donations will be maintained at SDBIF for audit purposes.*
7. Donations that cannot be accepted or fall outside the standard guidelines for acceptance will be rejected. A formal letter will be sent to the donor and a copy of the notice provided for their files.

After your IN-KIND DONATION is approved you will receive a Thank You Packet with detailed instructions on how to send your hi-resolution logo for our marketing materials.