

## IN-KIND DONATION FORM

### PURPOSE OF THE FORM

Track In-kind (non-cash) donations to Trinity School.

Thank you! Every donation made to Trinity makes a difference.  
We need to know how much is donated.

### EXAMPLES OF IN-KIND DONATIONS

- Books/supplies donated to classroom.
- Computers/equipment donated to the school.
- Food/paper products donated to school for a specific school function.
- Professional Services volunteer hours.

*The mission of Trinity School is to educate students in kindergarten to grade twelve within the framework of Christian faith and conviction - teaching the classical tools of learning; providing a rich yet unhurried curriculum; and communicating truth, goodness, and beauty.*

### DONOR INFORMATION

Name of Donor \_\_\_\_\_ Parent/Grandparent/Alumni/Friend

Address \_\_\_\_\_ E-mail \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

### DONATION DESCRIPTION

Description of Item or Service Donated \_\_\_\_\_

Date(s) of Donation \_\_\_\_\_

Value of

Donated Goods and Materials \$ \_\_\_\_\_

Donated Professional Services (labor costs) \$ \_\_\_\_\_

Total Value \$ \_\_\_\_\_

Received by: \_\_\_\_\_ Faculty/Staff (Circle One) Date: \_\_\_\_\_

### SUBMIT TO

Please return this form as soon as possible after the item received or service performed to

Janice McAdams, Director of Advancement 919.402.8262 Voice  
Trinity School of Durham and Chapel Hill 919.402.8792 Fax  
4011 Pickett Road  
Durham, NC 27705

### TAX DEDUCTIBILITY

Trinity School of Durham and Chapel Hill, Inc. is a non-profit corporation exempt from Federal income tax under section 501 (a) of the Internal Revenue Code as an organization described in section 501(c)(3). Our employer identification number is 56-1926923.

Please consider this form as receipt of your donation. No goods or services were provided in exchange. Please consult your tax advisor for deductibility of the donation.

### OTHER QUESTIONS

#### Who should complete the form?

Any person who makes a donation of goods and materials and/or a donation of professional services to Trinity.

#### Do I need to record my name and address?

Yes, it is important for Trinity to track the names of people who make any donation to the school. It is Trinity's policy not to publish donor names (cash or in-kind). But, we would like to recognize your donation of items or services by sending a letter acknowledging your gift value, date of gift, and the disclosure that no goods or services were provided in exchange for the gift.