



WHEREAS, the Ohio Water Environment Association (OWEA) is a 501(c) (3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

WHEREAS, OWEA and its primary charitable organization, Water For People (WFP) engage in fund raising for various events that may include raffles or silent auctions.

WHEREAS, OWEA wishes to foster and atmosphere of generous giving for charitable institutions such as Water for People, and offer means to donors to claim donations as deductions for income tax reporting purposes

THEREFORE, OWEA has adopted the following policy and procedure:

POLICY AND PROCEDURE

- I. OWEA encourages the importance of charitable giving to worthy organizations including Water for People and other worthy organizations involved in missions supported by the Ohio Water Environment Association and the Water Environment Association (WEF)
- II. As part of this policy and procedure, OWEA has developed a new form, called the “Gift In Kind Donor Receipt” form, which can be used by OWEA and the donor to acknowledge receipt of the item and partial documentation of its cash value.
- III. Donors are encouraged to consult the IRS for proper procedures in making “in kind” donations for income tax reporting to the IRS. Furthermore, donors shall agree to hold harmless OWEA from any actions brought forth against the donor regarding disputes on donated item(s) on inappropriate reporting of income.

GIFT-IN-KIND DONOR RECEIPT



Federal Tax ID No: 31-0892817

Event Name: _____ Event Date: _____

DONOR INFORMATION:

Donor is: Individual Organization/Company

Donor Name: _____

Name of Contact Person (for Organization/Company): _____

Address: _____

City/State/Zip: _____ Phone: _____

Email Address: _____

ITEM INFORMATION:

Item Name: _____

Estimated Fair Market Value of Item \$ _____ (Determined by Donor)

Item Description: _____

DONOR SIGNATURE:

Donor Signature: _____ Date: _____

The Donor Signature line must be signed to verify that the "estimated fair market value" amount was provided by the actual donor.

OWEA ACKNOWLEDGEMENT:

Received By Signature: _____ Date: _____

Printed Name: _____

Position/Committee: _____