



St. John's Lane Elementary School PTA, Inc.

Donation Form

Name of Event:
Date of Event:
Committee Chair:

The donor identified below has provided the following cash, gift card(s), and/or tangible good(s) as a donation to the St. John's Lane Elementary School PTA, Inc. (SJLES PTA) on the date and as specified below.

Donor Name (Individual or Business): _____

Contact Name (if Business): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Detailed Description (Including Quantity) of Item(s) Donated	Fair Market Value
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please attach copies of any documentation, such as receipts, necessary to confirm the value of the donation, if possible.

The donor represents that the above donation was delivered as described, and acknowledges that no goods or services were provided by the SJLES PTA in return for the contribution.

Donor Name: _____

Title: _____

Signature: _____

Date: _____

Thank you for your generous support of the SJLES PTA! If you would like your business name and logo added to our online sponsor page on our website, please contact the SJLES PTA President at SJLES.PTAmail@gmail.com.

Please see the following page for additional information regarding in-kind donations.

In-kind Donation Guidelines:

- The SJLES PTA reserves the right to a Board of Directors review prior to accepting a non-cash gift.
- An in-kind donation is a non-cash gift of tangible goods or services.
- All in-kind donations must be accompanied by verification of the value of the gift as determined by the donor (e.g. receipt, documentation, appraisals, etc.).
- St. John's Lane Elementary School PTA, Inc. is recognized as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code. Contributions to organizations with 501(c)(3) status may be tax deductible. Please consult your tax advisor to determine deductibility of this contribution as well as any additional filing requirements, such as Form 8283 for non-cash contributions greater than \$500.
- The information provided herein is for informational purposes only and is subject to change at any time without notice. It does not constitute legal advice. The SJLES PTA makes no representation or warranty, express or implied, that the information is up-to-date, accurate, or complete, and is in no way responsible for any damages or penalties which may arise as a result of your using or relying upon such information.