

**IN-KIND GIFT FORM
ST. ELIZABETH SCHOOL**

Instructions:

For Donors: Please fill out the form below with your donation. We thank you, for your gift, and for helping us keep track of donations!

- *Any SES staff person who receives an “in-kind” (material) gift for SES, no matter what the size or dollar value of the gift, should complete this form the day the gift is received.*
- *Also, any SES staff person who gives an “in-kind” gift to SES should complete this form the day the gift is given.*
- *Please complete the form entirely and place in Kristin O’Ferrall’s mailbox. The Development Office will send thank you notes and acknowledgments for tax purposes to donors. It is extremely important to thank all donors and acknowledge all gifts, and to do so in a timely manner. Your cooperation is greatly appreciated. Thank you.*

Name of Donor _____

Contact Person if corporate/business donor _____

Address (complete) _____

Phone _____

Gift to SES _____

Approximate Dollar Value (it may be necessary to ask the donor) _____

Date Received/Given _____

Purpose/use of gift _____

Staff person who received the gift _____

If there is other information that should be known by the Development Office, please use the back of this form.

**Please place completed form in
Kristin O’Ferrall’s mailbox**

THANK YOU!