



4350 N Broadway, 2nd Floor
Chicago, IL 60613
773-883-4663 (phone)
773-883-4664 (fax)
ApnaGhar.org

IN-KIND DONATION FORM

Thank you very much for making an in-kind donation to Apna Ghar (Our Home). This form will help us to properly record and acknowledge your generous gift. If you have any questions, please contact Ashley Tsuruda at 773-883-4663 x226 or atsuruda@apnaghar.org.

In-kind donations can be dropped-off at Apna Ghar (Our Home), 4350 N Broadway, 2nd Floor, Chicago, IL 60613 Monday-Friday between 9:00 am and 5:00 pm. Donations can also be mailed directly to Apna Ghar (Our Home) at the same address.

Date: _____

Donor Name: _____

Company/Organization: _____

Donor Address: _____

City/State/Zip: _____

Phone: _____ Home/Work/Mobile (please circle)

Email: _____

Monetary Value of Item/s: _____

WHAT ARE YOU DONATING?

Please be specific (e.g. 10 plates, 5 coats, 1 sweater). Use back of sheet if necessary. This will help us inventory the items. If you're not sure if we can use this item, call us at 773-883-4663. You can also check our wish list at <http://www.apnaghar.org/get-involved/wish-list>

FOR OFFICE USE ONLY (please submit completed form to the development department)
Date Received: _____
Staff Name: _____
Where is the item stored: _____
Department to receive item: _____
Staff Signature: _____

¹ The IRS requires, for our records and yours, that an estimation of the dollar amount of a non-cash contribution be given. IRS publication 563, *Determining the Value of Donated Property* is helpful for individuals, partnerships, and corporations who make non-cash contributions.

Apna Ghar, Inc. (Our Home) is a 501 (c) (3) charitable organization with the tax ID number 36-3698770. Your contribution is tax deductible to the full extent of the law. **THIS FORM IS NOT A TAX RECEIPT.** Apna Ghar will send an acknowledgment letter regarding your donation, which you can retain for your tax records