



OPTIMIST YOUTH HOMES & FAMILY SERVICES In-Kind Gift Acceptance Policy

An in-kind gift, also known as a gift in kind, is a donation of goods or services to a nonprofit organization that is not a monetary asset such as cash or marketable security. In-kind goods and services are typically goods and services that Optimist Youth Homes & Family Services (OYHFS) would otherwise have to buy if they had not been donated. OYHFS solicits and accepts gifts that are consistent with our mission. Donations are accepted from individuals, partnerships, corporations, foundations, government agencies, and other entities. **All in-kind gifts must be reviewed prior to acceptance due to limitations such as:**

1. OYHFS ability to use the item or service
2. Condition of item (new or nearly new condition is preferred)
3. Transportation and/or storage of the item(s)
4. Maintenance costs or other obligations associated with accepting the item or service
5. Potential conflicts of interest

Upon acceptance and delivery of an in-kind donation, OYHFS assumes ownership and has the discretion to use the item or service as determined by OYHFS. This includes the possible disposing of, selling, or transferring ownership of the item or service.

In-kind donors may request a letter of acknowledgment from OYHFS that includes a description of items or services donated, and this will serve as confirmation/ receipt of the donation. OYHFS records the value of the donation as an estimated fair market value (FMV) or as the amount the organization would have paid for a similar item. **Donors should consult a tax advisor to determine the amount of the donation and whether it is tax-deductible.** IRS regulations require a donor to file a Form 8283 with the IRS if the value of the in-kind gift is more than \$5,000 and is not a publicly traded security. This does not apply to items connected to an auction for a fundraising event.

All decisions to accept an in-kind donation are made by the OYHFS Development Department Managers and Directors (development@oyhfs.org), and decisions about accepting potentially controversial gifts will be made by the Chief Executive Officer.