

Instructions for Accepting Gifts In Kind

Gifts in kind (GIK) is a process of charitable giving in which, instead of giving money to buy needed goods and services, the goods and services themselves are given.

Any staff or faculty member aware of a potential gift in kind donation coming to the College, should follow this procedure:

Contact your supervisor of your department or the department that would benefit from the donation to confirm need for donated item(s) and availability of space, power support, etc.

Department heads should also consider maintenance on donated item(s) if applicable, as well as whether the donated item(s) will fit through existing doors/points of entry, etc.

Once all issues listed above are considered and addressed, the faculty or staff member should download the Gift In Kind form from the Chattahoochee Tech Foundation website to give the donor. Please notify the Foundation staff about the incoming gift.

The donor, or their representative, should complete the form in its entirety and declare fair market value for their tax deduction purposes. If the donor does not wish to declare value, the Foundation will record it as a \$0 value.

Donations valued at over \$5,000 may be subject to additional tax paperwork for the donor.

The department head should return the completed Gift In Kind form to the Foundation office for processing. All gifts in kind will be acknowledged with an official letter from the Foundation and will be included in the College's Annual Report.

If you have any questions regarding gifts in kind, please contact the Foundation office at 770-528-4461 or Foundation@ChattahoocheeTech.edu.