



# Gift Acceptance Form

**Part 1: To be completed by Girl Scouts Heart of the South volunteer or GSHS council staff.**

Donor to complete Part 2 OR Part 3 AND Part 4.

Girl Scouts Heart of the South's Federal Tax ID number is 62-0502197.

Service Unit/Association \_\_\_\_\_ Troop/Group#: \_\_\_\_\_

Leader: \_\_\_\_\_ Email \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Part 2: Monetary Gifts**

For donations in the amount of \$250 or more and any donation of any amount requiring a tax-deductible statement from Girl Scouts Heart of the South, please complete this portion of the form and send to Girl Scouts Heart of the South. Attach any documentation pertaining to the gift such as letters, applications, or checks.

Gift Amount: \$ \_\_\_\_\_ Gift Date: \_\_\_\_\_

Purpose of Gift: \_\_\_\_\_

**Part 3: In-Kind Gifts**

For donations of materials, supplies or services, or any donation of gifts-in-kind requiring a tax-deductible statement from Girl Scouts Heart of the South, please complete this portion of the form and send to Girl Scouts Heart of the South. Attach any documentation pertaining to the goods or services – letter, invoice, or shipping receipt.

Description of Item(s): \_\_\_\_\_

Fair Market Value of Item(s) Donated: \$ \_\_\_\_\_

Check one:

Item(s) has been delivered or picked up (Date) \_\_\_\_\_

Item(s) will be available on (Date) \_\_\_\_\_ (Location) \_\_\_\_\_

**Part 4: Donor Information (all fields with an "\*" are required)**

\*Donor(s) Name: \_\_\_\_\_

\*Business Name (if applicable): \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website (if applicable): \_\_\_\_\_

**Donor Signature:** \_\_\_\_\_

**Person Securing Gift:** \_\_\_\_\_

Volunteer/Staff Person Signature

Phone

Email

Please mail or email completed form to: Venus Chaney, Chief Development and Advocacy Officer

p: 901.334.3465 • venus.chaney@girlscoutshs.org

Girl Scouts Heart of the South, 825 Valleybrook Drive, Memphis, TN 38120 • p: 800.624.4185