Whiz Kids/City Gospel Mission Gift-in-Kind Policy A Gift-in-Kind is a donation of a non-monetary gift, such as food, a service, or non-food items. A Gift-in-Kind that is received through any Whiz Kids function must be reported to the Donor Services Department as soon as possible so that documentation and receipting can be done in a timely manner.

Gifts-in Kind must be reported for two primary reasons: first, in order that the donor of the gift can receive a receipt to receive full credit for their donations when they file their taxes. Secondly, the Gifts-in-Kind must be reported for auditing purposes.

Following are examples of a Gift-in-Kind: • Service (like creating a video or providing a professional service) • Food (providing snacks or meals for Whiz Kids youth or refreshments for a party) • Non-food gifts (items donated for an event, books, school materials, games, prizes, auction items, etc.)

Who should report: Site Coordinators should directly report gifts that are received through their individual sites. Area Directors should report gifts that are received on a larger scale or “behind the scenes.”

How to Report: Contact Wes Gilbert in Donor Services via email at wgilbert@citygospelmission.org. You may also call at 513-345-1027. Please provide the donor’s contact information. You may also mail the information to City Gospel Mission, 1805 Dalton Avenue, Cincinnati OH 45214 ATTN: Donor Services

What to report: 1. Donor Name, Address, phone, email 2. Description of items or services 3. Value of items or services

NOTE: Even if the donor doesn’t want an acknowledgement of their gift, documenting these gifts adds to the ministry’s bottom line and helps us greatly. We don’t have to send receipts, but we do want to document the gift. If you have any questions regarding Gift-in-Kind, please do not hesitate to contact Wes Gilbert in Donor Services. (513-345-1027).