



In-Kind Donations Policy

Local businesses like to support Dining for Women events and activities because they see it as a way of giving back to their community and a way of reaching new potential customers through promotion. They may also receive some tax benefits for donating goods and/or paying a sponsorship fee.

When planning your DFW fundraising event or activity, you should consider reaching out to local companies to ask for in-kind donations. For example, if you are hosting a dinner, you could ask a local wine store to donate wine. If you are selling gift baskets, you could ask a local beauty supply store to donate hair products or makeup.

When approaching a company for an in-kind donation, you may want to share the DFW tri-fold brochure which you can obtain from your Regional Leader or the DFW home office. You will also want to use our In-Kind Donation Form. This form can be easily downloaded from the DFW website at <http://diningforwomen.org/lead/chapter-leader-links/> (which is located in the Chapter Resources section under Quick Links).

The In-Kind Donation Form provides a way to keep track of these donations, which is helpful for both you and your vendors. It confirms the in-kind donations the vendor will be providing, along with any delivery or pick up instructions. It is also a tool to ensure that companies providing in-kind donations are appropriately recognized and thanked.

The In-Kind Donation Form does not serve as a tax receipt for the vendor. Official tax receipts can only be provided by DFW home office. A vendor may request a tax receipt on the In-Kind Donation Form. If a tax receipt is required by the vendor, the Chapter Leader should make a copy of the In-Kind Donation Form and send it to DFW home office. Be sure to include the vendor's address and contact info so that home office can mail the tax receipt directly to the vendor. Also be sure to include the chapter leader's contact info in case home office has any questions regarding the in-kind donation.

If the vendor does not require a tax receipt for the donation, there is no need to send a copy of the In-kind Donation form to DFW home office. Simply keep a copy for your own records.

If you have any questions about in-kind donations, please do not hesitate to contact DFW home office.