

What is a Gift-in-Kind?

Please keep in mind the importance to the University of recording and acknowledging *each and every* gift received.

Gifts-in-Kind are defined as donations or awards of company property, goods, or services which are not cash (or checks).

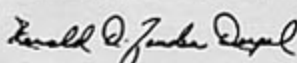
Following are examples of what should be counted as Gifts-in-Kind.


- Tangible goods such as
 - Computers and technical equipment
 - Software
 - Furniture and decorating materials, artwork
 - Books, music, scripts
 - Office items
 - Laboratory instrumentation
 - Vehicles
 - Construction materials
- Intangible items such as
 - Use of facilities (i.e., meeting space, hotel conference rooms, off-campus equipment)
 - Use of vehicles
 - Meals, food donations
 - Non-university personnel loaned to your department (salaries)
 - Travel (i.e., company personnel attending your meetings without requesting travel reimbursement - items such as their mileage, plane fare and lodging costs should be submitted as Gifts-in-Kind)

Donor Acknowledgements

- All donors receive this 3 x 5 card receipt:
(Unless you indicate otherwise on the front of this form.)

Your gift makes you an integral part of our mission to sustain the highest order of excellence at Northwestern University. We greatly appreciate your support.


Ronald D. Vanden Dorpel
Vice President
University Development & Alumni Relations



DONOR

RECEIPT

DATE

AMOUNT [*"Gift-in-Kind" prints here, not an amount.*]

PURPOSE

MEMO



THANK YOU
Northwestern University

If you have any questions, please contact our Gift Services representative at (847) 491-8323.

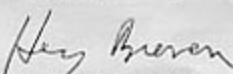
- Gifts valued between \$100-\$999.99 receive the above receipt plus this acknowledgement note from The Office of the President:


From The Office of The President

Thank You

Your generosity brings us closer to our goal of accelerating Northwestern's evolution as one of the most successful and distinguished universities in the world.

We greatly value your support and confidence.


HENRY S. BIENEN
PRESIDENT



- Gifts valued over \$1,000 receive the 3 x 5 receipt and a personalized letter signed by President Bienen or Vice President Vanden Dorpel.

CORPORATE GIFTS-IN-KIND TRANSMITTAL

When completed, please return to:
Office of Corporate Relations
University Development
2020 Ridge Avenue
Campus Mail Code EV4307

Today's Date _____

Your Name _____

Your School/Department _____

Phone: 847-491-7483

Your Phone _____ Email _____

DONOR/GIFT INFORMATION

DONOR ID# _____ (to be filled in by Development Office)

COMPANY NAME _____

CONTACT NAME _____
(to whom acknowledgement should be sent)

ADDRESS _____

DATE GIFT RECEIVED _____

PURPOSE OF GIFT _____
(general description of
how your department
plans to use this gift)

DESCRIPTION OF GIFT _____

VALUE OF GIFT \$ _____ (Either your best estimate or valuation provided by the Donor.)

A receipt is automatically issued to donor which states NU's appreciation and that Donor received no goods or services in return for their gift (see example on back of this form). If you specifically do not want a donor receipt sent, please check here. Explain: _____

SUBMITTING DEPARTMENT AUTHORIZATION:

AUTHORIZING SIGNATURE _____ **DATE SIGNED** _____
(Dean or Director)

PRINTED NAME AND TITLE _____ **DEPARTMENT** _____

By completing this form

- ❖ The donor receives a gift receipt and an acknowledgement from the University (see back of this form).
- ❖ Their gift's value is added to your school's fundraising accomplishments.
- ❖ Their gift increases the University's awareness of this company as a corporate partner of the University.