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**Troop/Group/Service Unit In-Kind Donation**

**Authorization Form**

**Policy and Procedure**

In accordance with the Troop Revenue Earning Policy, a troop/group/service unit (SU) may use the Girl Scouts of Greater Los Angeles (GSGLA) Tax Identification Number (95-1644033) for the purpose of solicitation in-kind donations of goods or services with GSGLA approval.

Troops/groups/SU may approach community organizations, businesses, religious organizations, and individuals to make an in-kind donation by providing troop meeting places, volunteer hours, activity or project materials, or loaning equipment.

Troops/groups/SU may recognize the in-kind donation by sending a thank you card, inviting the door to a meeting or ceremony, nominating them for a Girl Scout award, or working together on a Take Action or service project

**If the in-kind donor requires a tax receipt**, mail or email this form to the Fund Development Department and a tax receipt will be issued to the donor within two weeks.

 Mail: Girl Scouts of Greater Los Angeles Email: aramirez@girlscoutsla.org

 c/o Andrea Ramirez

 801 S. Grand Avenue, Ste. 300

 Los Angeles, CA 90017

Troop/group/SU leaders and managers, please fill out this form for each in-kind donor, keeping the original for your records, providing a copy to the donor,

**Contact Andrea Ramirez 626-677-2203 with any questions or concerns.**

Benefiting Troop/Group/SU #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leader/SUM Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In-Kind Donor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Send tax receipt?: 🞏 YES 🞏 No

Description of Item(s) or Hour(s) Donated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of In-Kind Donation(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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