

Gift In-Kind Policy

Boys & Girls Clubs of Greater Milwaukee (BGCGM) accepts new and like new items based on current needs within the Clubs. BGCGM can only accept items it can put to immediate use at a Club location or within a program area. BGCGM reserves the right to review all possible In-Kind donations prior to acceptance. BGCGM may decline a donation if it does not meet the requirements defined in the In-Kind Gift Acceptance Policy. Inquiries should be directed to the Mission Advancement Development Department at donations@bgcmilwaukee.org

BGCGM accepts:

- New and like new toys and games that are non-graphic, non-violent, and age appropriate for our members.
- BGCGM will seasonally accept items based on need. Examples of seasonal donations include but are not limited to coats, scarves, hats, gloves, holiday meals, sporting equipment, trophies, school supplies, and seasonal decorations. These items should also be in new or like new condition.
- DVDs, video games, and music must meet rating requirements. DVDs must be rated G or PG. Some PG-13 titles may be accepted on a case-by-case basis. Video games must be rated E and music cannot have parental advisory.
- New or like new electronics or technology.
 - Computers must meet minimum hardware requirements. BGCGM can only accept software that will run on computers and electronics that meet the minimum hardware requirements.
 - Processor i5 or i7
 - Ram 16 GB or 8 GB
 - Hard Drive 256GB or 512GB
 - Monitor 24 or 27 inches
- Nonperishable, intact snack packs or food donations that are individually packaged with an expiration date at least 3 months from the date of donation.
- New or like new art supplies in large quantities are accepted when a Club has a need for them.
- Donations of new or like new game room furniture, including but not limited to pool tables, ping pong tables, carpet ball and arcade games. These donations are only accepted if the donor can arrange delivery.
- Tickets to sporting events, performances, or other entertainment/attractions may be accepted by BGCGM. BGCGM Staff will make every effort to distribute these to the families we serve. However, in instances where the timeframe is short (i.e., 48 hours or less) and it is not possible to distribute to families, we will circulate amongst BGCGM Staff instead.
- Interactive exhibits or educational tools from other nonprofits or schools may also be accepted by BGCGM.
- Services including, but not limited to pro bono marketing, legal, architecture, and landscaping may be accepted by BGCGM. It is the donor's responsibility to track hours, and cost of services rendered.
- Other In-Kind contributions may be accepted on a case-by-case basis with *prior approval* from the Mission Advancement Development Department. The Mission Advancement Development Department will seek input from the Finance Department as needed.

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Guidelines

All In-Kind gifts are subject to be reviewed by BGCGM's Mission Advancement Development Department and may be declined prior to donation. In the event a donation is made, but upon receipt it is determined BGCGM cannot use the donation based on its condition, the donation will be taken to another organization or recycled.

For all In-Kind contributions, a form with donor information must be submitted to the Mission Advancement Development Department so that the donor will receive a tax receipt and BGCGM is compliant with the IRS. **As per IRS regulations (see publication 561) BGCGM will not provide donor(s) with the fair market value (FMV) of their In-Kind gift.** In instances where a donor needs a tax letter with the FMV stated, the donor is responsible for providing the FMV. BGCGM will state in the letter of acknowledgment that the FMV was provided by the donor. If an appraisal is required, the donor is responsible for purchasing the appraisal, except in very rare circumstances.

Due to expense and liability, BGCGM cannot accept items that require storage for longer than 5 business days. Additionally, BGCGM does not typically pick up/deliver or otherwise transport any donated items. If an item is of significant value, we may make an exception to arrange transportation, if possible.

Supply drive and third-party events that are collecting In-Kind contributions for BGCGM, are subject to the same review process and must meet acceptance guidelines as outlined in our Gift Acceptance Policy.

Additional financial procedures apply for In-Kind contributions (aka "Non-Cash Property"). For more information, please see the financial department's document, "BGCGM Procedures for Accepting Donated Non-Cash Property."

BGCGM strongly prefers not to sell In-Kind contributions. If an In-Kind contribution is to be sold, prior approval is required from the donor, the Mission Advancement Development Department, and from the Finance Department. Additionally, BGCGM does not provide tax advice to donors for In-Kind contributions. Instead, BGCGM recommends donors consult with their own tax attorneys.

Exceptions:



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- All hygiene products, food or beverages, hair products, and temporary tattoos must be new and unopened. Any open products will be declined or thrown away.
- Donations of vehicles, boats, or real estate/land are accepted on a case-by-case basis, and all possible donations of vehicles or real estate/land must be reviewed by BGCGM's Senior Leadership Team. This process may require additional time for review.
- Items that are broken, in dis-repair or have missing pieces will not be accepted.
- BGCGM cannot accept clothing for children younger than 5 years old or used clothing for any of our members.