



In-Kind Donation Policies

Acceptance Guidelines:

Deborah's Place gladly accepts in-kind donations of goods and services, provided there is a need for them. We ask that you review our Wish List for our current top needs. Our Wish List can be accessed in the Donate section of our website, www.deborahsplace.org, or by contacting Stephanie Dixon at (773) 722-5080, ex: 6550, or sdixon@deborahsplace.org.

We are unable to pick up donations and kindly request that the donor deliver them to the Administrative Offices at 2822 W. Jackson Blvd., Chicago. Please contact Stephanie Dixon at the number listed above to coordinate your donation.

Although we are grateful for the consideration and generosity of all of our donors, there are some items that we are unable to accept:

- Used clothing and shoes. (Exceptions may be made for gently worn coats and boots based on need)
- Used mattresses, linens, towels and pillows
- Mattresses and linens that are anything but twin size
- Open or expired toiletries and health products
- Open or expired cleaning supplies
- Open or expired food products and prepared foods which are not fresh
- Household and kitchen items that are broken or in poor condition
- Couches and large furniture items that are not on our Wish List
- Electronics that need repair or are greatly out-dated
- Televisions that are not digitally-compatible, large-console TV's, or TV's that are black & white
- Any items for children or men (as we only serve adult women)

Donation Acknowledgment & Tax Deductions:

- * By law we are required to track the value of our in-kind donations and pro-bono services. Please complete and submit an In-Kind Donation Form to the receiving staff member at the time of your donation. After receipt of your In-Kind Donation Form you will be mailed an acknowledgement within two weeks.
- * IRS regulations state that nonprofit organizations are no longer able to include the estimated or real value of your donation or goods or services in donor acknowledgment letters. The valuation of any gift-in-kind is the responsibility of the donor and/or authorized appraiser. We continue to ask that you state the estimated or real value of your donation on the In-Kind Donation Form.
- * For Deborah's Place auditing purposes, we require that donations valued at over \$5000 have documentation from a professional appraiser. For donations valued at over \$1000, we ask that you provide a receipt or financial documentation.

We appreciate your understanding and cooperation. If you have any questions about these tax-deduction matters, please contact Sue Gries, Director of Finance at sgries@deborahsplace.org or (773) 635-6575.

Deborah's Place
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