



**Spare the Air Youth – Youth for the Environment and Sustainability  
(YES) Conference  
Laney College, 900 Fallon St, Oakland, CA 94607  
February 24, 2017**

**In-Kind Donation Form**

Donor/Company Name: \_\_\_\_\_ Website: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Media (so we can follow): \_\_\_\_\_

**In-kind donation list:**

**Compostable plates, cutlery, napkins**

- Battery Packs, for phones or laptops (prize)
- Laptops (prize)
- Tablets (prize)
- Gift Cards \$25-\$50 (prize to thank sponsors & presenters)
- T-shirts
- USB drives
- Markers (50 for posters-multi color)
- Flip Charts
- Note pads
- Snacks for bus trips
- Fruit (apples, bananas, oranges)
- Food
- Beverages
- Ice cream/frozen yogurt
- Pastries
- Bus Shuttles
- Pens
- Printing

Description of Item (include quantities):

Donor's estimated fair market value of donation(s): \_\_\_\_\_

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BAAQMD Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Copy of signed form verifying donation to be provided to donor after conference)



## **In-Kind Donation Form**

### **Rules and Regulations:**

Providing in-kind services and materials require review and approval from Bay Area Air Quality Management District (BAAQMD) staff prior to acceptance. If donations are acceptable, donors will be notified. After a donation has been delivered and used at the conference, the donor will be provided a copy of the form signed by the Air District to verify the donation.

### **Instructions for completing the in-kind donation form:**

1. Provide information related to the donor including name, organization, address and other contact information.
2. Provide detailed information related to the description of the item being donated, include specific quantities being considered. For printing donations, include specific number of pages, packets or other items that are being considered. No financial donations are considered in-kind donations. If you would like to make a financial donation, please consider our sponsorship levels beginning at \$2,500.
3. The estimated fair market value may be completed by the donor or may be determined by the donor later, when taxes are prepared. BAAQMD staff cannot place a value on any in-kind donation.
4. Send the completed form to BAAQMD for review. BAAQMD staff will notify the donor by email whether the proposed donation is appropriate and useful for the conference. After the donation has been delivered and used at the conference, BAAQMD staff will email or mail the donor a copy of the donation form signed by the BAAQMD. This signed copy of the donation form may serve as the donor's verification of the donation for tax purposes.