



Early Learning Essentials

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DONATION FORM (In-Kind or Cash)

Early Learning Essentials (ELE) is a private, non-profit (501)(c)(3) organization. We appreciate your interest in helping us deliver our mission. Most services provided to children and families are funded by a federal grant. However, the grant only provides 80% of the funds necessary to operate our program. The grant requires 20% be generated from community support in the form of in-kind, cash or discounts derived from non-federal sources. Each year, ELE must obtain over \$2 million in-kind volunteer service and donations to meet the non-federal match requirement.

In-kind is the donation of time, space or materials (equipment and/or supplies) used in the program that would otherwise need to be purchased. Our financial staff determines the dollar value for all service and volunteer hours provided in the classroom, at ELE sites or at home based on prevailing wages of the activity performed. The dollar amounts are totaled and help us reach our required non-federal share. Donations may be tax deductible, according to IRS regulations.

For our records, please indicate below the type and description of the donation and/or service provided and indicate the dollar value for each donation of supplies, equipment or space. If you need a copy of this completed form with all signatures, please indicate below, and we will forward a copy to you. Thank you for your participation with our program. Your donation is very much appreciated by the children and their families who benefit most from your generosity.

<p>Type and Description of Donation:</p> <p><input type="checkbox"/> Location _____</p> <p><input type="checkbox"/> Service or Volunteer _____</p> <p><input type="checkbox"/> Supplies _____</p> <p><input type="checkbox"/> Equipment _____</p> <p><input type="checkbox"/> Cash _____</p>	<p>Purpose:</p> <p><input type="checkbox"/> Educational</p> <p><input type="checkbox"/> Training</p> <p><input type="checkbox"/> Medical or Dental</p> <p><input type="checkbox"/> Curriculum Extender</p>	<p>Total Volunteer or Service Hours:</p> <p>_____</p> <p>In-Kind Rate:</p> <p>\$ _____</p>	<p>Total Dollar Value:</p> <p>\$ _____</p> <p>(Donations of supplies, equipment and space should be valued at their fair market value at the time of donation)</p>
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<p><input type="checkbox"/> Former or Current Early Learning Parent</p>		<p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p>
<p>Print Name (Company or Individual) _____</p>		
<p>I certify that the above description and value of donated items and/or services is accurate and true to the best of my knowledge.</p>		
<p>Donor Signature, Title _____</p>	<p>Date _____</p>	<p>Phone _____</p>
<p><input type="checkbox"/> YES, I would like a copy of this documentation sent to: _____</p>		
<p>Receipt of merchandise or service acknowledged by:</p>		
<p>Signature of ELE Representative _____</p>	<p>Date _____</p>	

		Total:	
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