



## **IN-KIND DONATIONS**

**IMPORTANT - Please read *before* completing  
the In-Kind Donation Form attached.**

Thank you for considering BACC to receive your donation of goods!

*If you do not wish to receive a tax receipt, please still complete the attached form. We need you, the donor, to provide a value for the item(s) for our financial records.*

### Items Accepted:

BACC is happy to accept *gently used* items that would be useful for our clients facing breast and ovarian cancer. Items may include, but are not limited to, books, wigs, soft hats, scarves, and breast prostheses. If you are not sure if your item could be used by BACC clients, please call our Helpline first, at 650-326-6686, and we'd be happy to help you.

*For health and safety reasons, we do ask that you clean any of the items you would like to donate before mailing or dropping them off. We can only accept clean, gently used wigs, and prostheses without any damage, tears, etc.*

### Valuing your Donation:

**It is important for you, the donor, to value the item(s) you are donating.** Used items should be discounted appropriately from the fair market value of the item when it was new. For more information, please refer to the IRS guidelines: <https://www.irs.gov/pub/irs-pdf/p561.pdf>

### Mailing Address:

During this time our office is open by appointment only and staffed by employees on Mondays and Thursdays. You can bring items to BACC on Mondays and Thursdays between 9:00 a.m. and 4:00 p.m. We encourage you to call our Helpline before coming or knock at the front door when you arrive. You can also mail items to BACC. Our address is:

2335 El Camino Real  
Palo Alto, CA 94306



### In-Kind Donor Form

*Thank you for donating items to BACC! Please complete this form to assign a value to the donated items. The form can be included with your donated items, or sent to us by email or fax.*

*Fax: 650-326-6673; Email: amy@bayareacancer.org*

Date: \_\_\_\_\_ Name of Donor: \_\_\_\_\_

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

City/State/Zip Code: \_\_\_\_\_

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

Yes, I would like to receive emails from BACC about programs, news, etc.

Telephone: \_\_\_\_\_

Item(s) Donated: \_\_\_\_\_ Quantity: \_\_\_\_\_

Item(s) Donated: \_\_\_\_\_ Quantity: \_\_\_\_\_

Item(s) Donated: \_\_\_\_\_ Quantity: \_\_\_\_\_

Item(s) Donated: \_\_\_\_\_ Quantity: \_\_\_\_\_

\*REQUIRED: Donor has determined TOTAL VALUE to be: \$ \_\_\_\_\_

I do not need a tax receipt for this donation.

**Office Use:**

Received by: \_\_\_\_\_ By mail: \_\_\_\_ In person: \_\_\_\_

Date received: \_\_\_\_\_

If donor value not given, BACC value assigned per donation guide: \_\_\_\_\_