

# Friends of School of the Arts Foundation In-Kind Donation Form



## DONOR INFORMATION

Donor/Company Name \_\_\_\_\_  
(As you wish to be acknowledged)  I/We wish to remain anonymous

Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_ Business Phone (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_ Website \_\_\_\_\_

## DONATION INFORMATION

Item Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Value of Donation \$ \_\_\_\_\_

- Item is enclosed  Item will be delivered to FoSOTA on (date) \_\_\_\_\_  
 Delivery arrangements need to be made, please contact \_\_\_\_\_ at \_\_\_\_\_

Is this in-kind donation being donated to an individual department(s), *check box if applicable*:

- Creative Writing  Dance  Instrumental Music  Media  Piano  Theatre  
 Theatre Design & Tech  Visual Arts  Vocal  Academic Dept.: \_\_\_\_\_

## DONOR SIGNATURE

*In-kind donations must be preapproved by FoSOTA prior to delivery or collection. The purpose of this policy is to ensure that FoSOTA accepts gifts of in-kind that support its mission, are consistent with its policies and are properly accounted for and acknowledged. An in-kind donation is an item such as equipment, software, or a product that a donor voluntarily transfers to FoSOTA without any charge.*

Signature of donor \_\_\_\_\_ Date \_\_\_\_\_

### After your in-kind donation is approved, please return this completed from to:

*Mailing Address:* 236 West Portal Avenue #844 *Office Location:* 555 Portola Drive (located in the library, Room #239)  
San Francisco, CA 94127 San Francisco, CA 94131

*Or email to:* FoSOTA.SF@gmail.com

### Thank you for supporting the Ruth Asawa San Francisco School of the Arts!

*Friends of School of the Arts Foundation is a 501(c)3 nonprofit organization supporting quality arts and academic learning for the Ruth Asawa San Francisco School of the Arts students. Tax ID # 94-3373066  
Your donation is tax-deductible as allowable by law. If you have questions, please email info@sfsota.org.*