

# Agreement with Gifts For Our Community to Facilitate Donations

*Providing Resources to Community for Human Services, Arts and Education*

This agreement authorizes Gifts For Our Community to accept and facilitate donations of household goods on behalf of the organization listed on the agreement form.

## **I understand and agree to the following:**

- Divine Consign is a project of Gifts For Our Community, an independent 501(c)(3) organization,
- Gifts For Our Community has the authority to accept donations on behalf of the organization listed on the agreement and will return a portion of the final sale price to the organization.
- Gifts For Our Community retains the right to refuse any donation or consignment offered to it if it is not in an acceptable condition for sale.
- Donations received by our organization are used for charitable, arts and or educational purposes in the community.

## **How Donations work from a donor on your behalf**

A donor provides furniture or other household items to Gifts For Our Community as a gift and will be provided an in-kind tax deduction receipt. In order for us to issue an in-kind tax receipt where the donor may deduct the full value of the item(s), IRS regulations dictate that Gifts For Our Community be in complete control of the donation and therefore cannot be legally obligated to share the donation.

However, In line with our goal of connecting community organizations to funding, we do make gifts of proceeds from the final sale of the donation. The donor may recommend that Divine Consign share a portion of the proceeds from the sale of their In-kind gift with another entity – like yours!

When your organization is issued a check from Gifts For Our Community as recommended by a donor for a share of the final selling price, you will be provided the name and contact (address) information of the donor. In this instance, you agree to:

1. Send a prompt thank you note to the person that is listed on the form attached to the check. (This is the person who recommended and donated on your behalf)
2. Take care that **NO TAX RECEIPT** is issued by your organization to that person. Divine Consign has already provided an in-kind receipt when the item was donated to us allowing them to declare and deduct the total value of the donated item(s). If you issue them an additional tax receipt for the amount of your check you are providing the donor with two deductions for the same gift (donation). This constitutes fraud and so it very important to make any necessary changes in your donation processing to prevent this from happening.
3. Divine Consign ask that you also get the word out to you constituents, patrons & newsletter recipients that they may bring their good gently used furniture and household goods to us and request that a portion of the selling price be made on your behalf. We do not issue a check until the item(s) sell and at that time we will call your organization to come pick up a check.

We look forward to partnering with you in this process of providing resources to the community for human services, arts and education.

If you have any questions please call Divine Consign at (360) 695-6443

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

### Agreement with Gifts For Our Community to facilitate Donations

The following information must be complete for Divine Consign to facilitate

Organization Legal Name \_\_\_\_\_

If applicable, program to be listed on check: \_\_\_\_\_

(Primarily to be used by schools or similar entities to designate money for specific fund account)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Please explain how gifts will be used for charitable, educational and / or arts purposes. Add pages as needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check one if you are:

\_\_\_\_\_ Organization is tax exempt

\_\_\_\_\_ Organization is not tax exempt

Print name of person(s) authorized to pick-up checks. It is your responsibility to keep this information current with us by either written, email or phone notice.

\_\_\_\_\_

Person authorized to sign this agreement: \_\_\_\_\_

Title or position: \_\_\_\_\_

I have read the terms of the agreement and agree with them. I understand that failure to comply with conditions of the agreement may result in Gifts For Our Community suspending or terminating this agreement to facilitate donations for the organization.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
For Named Organization

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
For Gifts For Our Community

**Return Paperwork to:**

Divine Consign  
904 Main St  
Vancouver, WA 98660