



In-Kind Donations

Updated: 8/29/2019

Follow these instructions when you accept an in-kind gift, which is any item(s) from a person, or organization that is not a monetary for the benefit of UWS students, facilities, or employees. Following this procedure will ensure it is properly recorded as an in-kind gift.

Step 1: Contact the office of development to report the UWS donation – giving@uws.edu or call 503-847-2556.

Include the following details:

- a. Date received (if you have already accepted item or plan to)
- b. Purpose of donation (Clinic, or Library for example)
- c. Delivery or pick-up instructions (if applicable)
- d. Full name of person and/or business & any other contact information for them you have – including phone, email, mailing address
- e. Name of solicitor (if applicable)
- f. Value of donation (if the donor has provided it already)

Once development is informed of this donation, these steps will occur:

- A letter of acknowledgement and receipt will be provided to the donor (unless otherwise requested)
- Donation will be documented in donor records (correspondence, emails and other details are saved in a file under their name to build their donor profile)
- An opt-in invitation to receive email and/or mail communications by UWS will be sent to donor (unless otherwise instructed)
- Value of donation (provided by the donor) will be recorded by the Business Office

See below for different in-kind donation scenarios and process outliers

Scenario 1: Donation origin unknown

Unknown wanted or unwanted donation discovered abandoned outside clinic door (as one example). Report back to Office of Development is not necessary. This is not a donation. No acknowledgement or recording of donation will be done.



Scenario 2: Donation offered for use by other department (not applicable to your own)

Let the donor know that you cannot accept this gift until it has been confirmed by the appropriate department and they will need to submit their request directly to giving@uws.edu. Facilitating an introduction to giving@uws.edu is helpful when possible or especially if you have a personal relationship with the contact.

The office of development will inform the donor that the proper departments will be contacted to confirm if gift can be used.

Scenario 3: Donation accepted by donor who does not want acknowledgement

Their request will be honored however UWS must record this transaction – including the name of the donor and value of the gift. Follow the instructions above to provide the proper information – event if it's an anonymous donation. The donor will need to be contacted if the value of the donation has not already been provided.

Scenario 4: Donation offered; but with strings attached

An individual and/or business has expressed interest in providing an item for your department however they are requesting advertisement for an event, product or general company branding as part of this contribution. UWS will consider these arrangements on a case by case basis, based on the value of the donation and what it is they are requesting. Following the steps above to relay their interests to the office of development and do not agree to their terms or accept the gift.