



# AQUAFEST

P.O. Box 670 • Lake Stevens, WA 98258 • (425) 397-2344 • [www.aquafest.org](http://www.aquafest.org)

## In-Kind Donation Form

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Sponsored Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Description of Item (included quantities): \_\_\_\_\_

\_\_\_\_\_

Estimated Fair Market Value: \$ \_\_\_\_\_ Donation: \_\_\_\_\_ Auction: \_\_\_\_\_

Fair market value of any goods or services given to donor in return: \$ \_\_\_\_\_

### RULES AND REGULATIONS:

IN-KIND donations must meet the standard charitable organization rules as outlined by the Federal Accounting Standards Board which includes:

Current standards of the FASB require that contributed services be recognized and recorded. The following criteria must be met: (1) The donation must be useful. (2) The service creates or enhances a non-financial asset. (3) The services require specialized skills and are provided by individuals with those skills.

**Providing IN-KIND services and materials require review and approval from the Lake Stevens Aquafest Association executive board prior to acceptance. Only signed, approved donation forms are acceptable as acknowledgement of in-kind donations.**

Lake Stevens Aquafest general board members are not responsible for approving in-kind donations.

\_\_\_\_\_  
Donor Signature:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Aquafest Exec. Signature:

\_\_\_\_\_  
Date

**For sponsorship/donation questions & comments contact [sponsorship@aquafest.org](mailto:sponsorship@aquafest.org) or 425.397.2344**