



Housing Families Inc.  
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Malden, MA 02148

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[www.housingfamilies.org](http://www.housingfamilies.org)

## In-Kind Donation Form

**Note:** An estimated value for the donation must be included but can only be assigned by the donor. HFI staff *cannot* write in the value of the donation.

### To Be Completed By Donor

Individual donor or Organization name: \_\_\_\_\_

Name of person to be thanked: \_\_\_\_\_

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

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

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

E-mail Address: \_\_\_\_\_

How did you hear about Housing Families?

HFI Website/Internet  Newspaper  Friend/Family  Other \_\_\_\_\_

Donor's Estimated Value: \_\_\_\_\_

### To Be Completed By Staff Accepting Donation

Name of Staff Accepting Donation: \_\_\_\_\_

Date donation was received: \_\_\_\_\_

Description of Items Donated (Include quantities – e.g. 3 pizzas for family meeting or 2 backpacks with school supplies):

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

**Note:** If the gift's estimated value is \$7,000 or more, the description has to be comprehensive for auditing purposes – use the back of the form if necessary.