



In-Kind Donation Guidelines

“Engage our community through meaningful opportunities to gather and connect.”

Purpose:

In-Kind Donations should align with the mission, vision, and values of the organization.

Guideline Process:

- Contact NWCC’s Executive Director to provide information about the item being donated and what the intended purpose is for and the value of the donation.
- When necessary, an agreement will be established, in writing, outlining how the intention of the donor and expectation on both parties.
- For items that are physically large, or have a high value, a committee representing the Board of Directors will review the agreement and, if approved, will take to the Board of Directors for a vote of approval.

In-Kind Donations Considered:

- Donations/Contributions to existing programs or facilities.
- In-Kind donations that can be sold and financially benefit the Center.

General Guidelines:

- Monetary contributions toward event sponsorships, programs, or initiatives are encouraged over in-kind donations.
- The donor is responsible for declaring the value of the in-kind donation.
- In-kind donations must be useful, tasteful, appropriate for the Center, and sustainable with minimal maintenance.
- The Board reserves the right to determine how the donor will be acknowledged.
- The board reserves the right to remove in-kind donations if the item no longer becomes useful or is costing the Center to maintain or repair.

Review Process:

- A committee will review the proposed physical memorial and, if approved, will take the proposal to the Board of Directors for a final vote of approval.

Timeframe for Consideration:

- Minimum 30 business days for the review and decision process after submission.