



Charitable Contribution Instructions

Generous Giving
Attn: Lisa Schreiner
3070 Lakecrest Circle, Ste. 400-415
Lexington, KY 40513
accounting@generousgiving.org

Giving Champions who wish to help further the Message and Mission of Generous Giving:

The attached is a contribution sheet that Generous Giving gives as an “in-kind services” Charitable Contribution Receipt. When you are asked to help further the message and mission of Generous Giving then the expenses that you incur in doing so may be considered a ‘Charitable Donation’.

You must be invited to conduct the mission of Generous Giving in order to qualify for an ‘approved’ charitable donation receipt in regards to expenses that you incur. Please complete the attached form and submit to Generous Giving for approval. It is not the responsibility of Generous Giving to require the receipts as long as we agree basically on what you show on the form as expenses. It is the responsibility of the person turning in the form to keep the receipts as well as the ‘approved’ form for IRS purposes. It is also recommended to keep with the form a written invitation from Generous Giving asking you to help with our mission.

Upon completion of the form, please return to the above address; do not send receipts unless requested by Generous Giving. Please retain receipts for your records.

The form may be approved by the President, Executive Vice President or Finance Manager of Generous Giving.



Charitable Contribution Documentation

Journey of Generosity Event Date: _____

Name: _____

List expenses such as travel (airfare, auto rental, parking),
lodging, tips, meals, etc.

Expense:	Amount:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Generous Giving provided no goods or services for the above-described unreimbursed expenses. It is the responsibility of the contributor (JOG host/convener/facilitator) to retain all supporting receipts in order to substantiate expenses.

Contributor's Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

To be completed by Generous Giving:

Approved by: _____ Date: _____

Print Name and Title: _____