

## Exhibitor Donation Form

Heart of America has been selected as the 2021 beneficiary of the conference; exhibitors are given the opportunity to leave display items behind as a donation to the organization.

**Who we are:** The mission of Heart of America (HOA) is to transform spaces into modern learning environments so students and communities can learn and grow. Since 1997, we have worked with key partners in under-resourced communities to renovate educational and community spaces and provide a spectrum of resources (including new books, learning technologies, and school supplies for in-school and at-home learning) so all students are given the opportunity for success. For more than 20 years, we have worked with community partners to leverage key resources and impact the most vulnerable students across the region. Through public/private partnerships our organization has worked to address inequities, leveraging thousands of volunteers throughout the process. In doing so, we have become experts in securing resources, managing transformation projects, coordinating stakeholders, and mobilizing volunteer networks for the greater good of communities.

The schools we typically serve are Title 1, with at least 80% of the student body receiving free and reduced meals, and all communities we serve are classified as low-income and/or under-resourced. Our students have been found to face several educational inequities in comparison to their more affluent peers. Such inequities include access to foundational supplies necessary for classroom learning, age-appropriate books, accessibility to personal digital devices, clean, engaging, and inspiring classroom spaces, reliable Wi-Fi, and an equal distribution of school resources. Our organization addresses these disparities through construction projects and resource distribution efforts.

**Next Steps:** If you are interested in making a difference in the lives of our students, please consider donating display items at the conclusion of the event. To donate, please complete the attached form and either email it in advance to Helene (email below) or bring to the Heart of America table (located in the Service Center). You can also hand it directly to a Heart of America team member when they visit your booth.

**If you have any questions or to submit your form, please contact Helene Hernandez by phone at (202) 868-2108 or email at [hhernandez@heartofamerica.org](mailto:hhernandez@heartofamerica.org)**

### *If donating...*

- Save all boxes and packing materials that the items arrived in
- Tear down and/or condense as much as possible (items will be traveling by semi)
- Include assembly instructions and small parts
- Label your items with the "Donation Label" (also available at Service Center)
- If able, bring donated items to designated donation location

## **DONATION FORM (for Vendors/Exhibitors)**

\*Submit photos/links to items including specs if completing pre-conference

**Exhibitor Name:**

**Booth #:**

**Contact Name:**

**Contact Title:**

**Contact Email:**

**Contact Phone:**

**Total # of items to be donated:**

**Item name and descriptions (please include dimensions):**

**1.**

**2.**

**3.**

**4.**

**5.**

**Special notes for items:**

**IN-KIND DONATION FORM**  
To be completed by Vendor/Exhibitor

**Event:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Event Address** (include City, State, County): \_\_\_\_\_

**Description of Goods** (include quantities):  
\_\_\_\_\_  
\_\_\_\_\_

**Fair market value (FMV) of any goods:**            \$

**Fair market value (FMV) of any services:**            \$

**TOTAL DONATION:**    \$

**\*Please attach (scan) any documentation you have supporting the gift.**

**Organization Name (or Individual Donor)** \_\_\_\_\_

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

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

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

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

**Signature of Individual Completing Form:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**HOA APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*The Heart of America Foundation is a 501(c)(3) organization (EIN: 52-2034127). Contributions are tax deductible in accordance with IRS rules and regulations. No goods or services were received in exchange for this contribution.*

## **RULES AND REGULATIONS:**

In-Kind donations are non-monetary donations provided to Heart of America to further its mission. Acceptance of in-kind services and materials require review and approval by Heart of America management staff prior to acceptance.

In-Kind donations must meet the standard charitable organization rules as outlined by the Federal Accounting Standards Board (FASB):

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.

### **Instructions for completing the In-Kind Donation Form:**

1. Indicate project receiving goods and/or services.
2. Provide a detailed description of the item or service being donated.
3. The Estimated Fair Market Value (FMV) must be completed by the donor. The Heart of America cannot place a FMV amount or interpret the value of any non-financial donations.
4. Provide donor contact information.
5. Signature of Individual Completing Form and Date field above must be filled in.
6. Email the completed form to the Heart of America office for review and approval at [hhernandez@heartofamerica.org](mailto:hhernandez@heartofamerica.org).

**DONATION LABEL**

\*Please tape to your item at the completion of conference

**Vendor/Exhibitor Name**

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**Booth #**

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**Item Name:**

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**Item # (as filled out in donation form)**

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**HOA USE ONLY**

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MD Warehouse

MD Storage

Partner

Convention Center