



September 29, 2009

Skydiving Museum Publications

SM Standard Operating Procedure 407 Non-Cash Charitable Contributions

I. General

This document establishes a procedure for accepting in-kind (non-cash) donations of Library and Museum equipment materials.

This document consists of a Standard Operating Procedure (SOP) with attachments. While an SOP may be adopted, altered, and approved during a meeting of the trustees, attachments may be updated administratively.

The office of Curator is established. The Curator shall determine the disposition of donated materials. Disposition decisions may be delegated to the Museum Administrator. The Curator shall coordinate activities with the Museum Administrator and other Museum Committees.

Nothing herein is meant to conflict with the museum's by-laws or articles of incorporation. In the event of such conflict, the by-laws or articles of incorporation shall take precedence.

II. Statement of Purpose

The purpose of the National Skydiving Museum is to recognize and promote parachute use and the sport of skydiving through public education and awareness; recognize the contribution to skydiving by its participants, suppliers and supporters; capture forever the history of the sport via its events, equipment, and personalities; and enhance aviation safety as it pertains to skydiving.

The museum shall store, maintain, preserve, loan, dispose of and display historical parachute and skydiving materials.

III. Organization

The Curator shall be appointed by the president of the Museum's board of trustees. The Curator may or may not be a Museum Trustee.

The Curator may appoint help from Trustees and outside experts.

The Curator and Administrator shall coordinate the donation activities and shall report to the president of the Museum's board of trustees.

IV. In-Kind Donation Procedures

1. Prior to sending or delivering any library and/or equipment materials to the Museum, prospective Donors shall read this document and submit, for review, the *In-Kind Donations Application Form* (see Attachment B) to the Museum Administrator.

a. Restrictions placed on gifts may not be followed.

b. The Museum may not accept materials that are dusty, damp, mildewed, moldy or insect and/or rodent infested.

2. The Administrator may forward requests to the Curator to determine which materials have historical value and are appropriate for Museum use.

3. The Administrator shall communicate the decision to the prospective donor.

a. The Donor may be requested to self-store the items using the *Do not Destroy Sign* (sticker). (See Attachment B).

4. The Donor shall package the items in suitable cartons, enclose a *Deed of Gift* Form and attach *Inventory Labels* (see Attachment B) to two sides of the carton. Copies of both forms shall be sent to the Administrator for inventory records.

a. Duplicate library and equipment items may be stored for replacement in the NSM and for trade with, or loan to, aviation and other museums. Items that are accepted, may be sold with the proceeds used for further acquisitions.

5. The Donor shall ship the carton(s) to the NSM storage facility indicated by the Administrator.

6. The Administrator shall issue a *Letter of Donation Acknowledgement* (see Attachment B).

a. All in-kind donations become the exclusive property of the Museum and will not be returned.

7. The Administrator shall maintain inventory lists of items indicating the item, source, storage location, etc.

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Evaluations: If you donate property to a charity, the value of the donation is sometimes difficult to determine. Generally the value of the gift is the fair market value of the property at the time of the donation, but there are some exceptions to this rule. Items of an historical nature often do not have a fair market value.

The National Skydiving Museum is a 501(c)(3) tax-exempt organization. Donations are deductible for income tax purposes.

According to the IRS, there are four value-levels of Non-Cash Charitable contributions:

1. Up to \$250. You may evaluate the contribution yourself and deduct the amount from your Federal income taxes.
2. For non-cash contributions more than \$250 but less than \$500, you need to get a receipt from the charity (NSM) showing its name, the date, and a reasonably detailed description of the property. You also need to make a note of the property's fair market value, and its cost if it has appreciated in value.
3. More than \$500 but less than \$5,000. IRS Form 8283 *Noncash Charitable Deductions* must be used to claim deductions. An appraisal is not required.

See Attachment B for access to Form 8283 and other related documents.

4. More than \$5,000. IRS Form 8283 *Noncash Charitable Deductions* must be used to claim deductions for all non-cash donations over \$5,000. An appraisal is required.

The donor should seek a qualified appraiser who will issue a signed IRS 8283 Form to the donor. Upon request, the Curator may serve as an appraiser.

The cost of the appraisal, if any, is not a charitable contribution, but can be deducted as a miscellaneous deduction on Line 22 of Schedule A.

Your deduction is limited to your original acquisition cost and a deduction up to 50% of your Adjusted Gross Income will be allowed. For example, if your Adjusted Gross Income is \$30,000.00, you may donate and take a tax deduction of up to \$15,000.00.

Depreciated equipment. Drop zone and other equipment that has been depreciated may not be written off. You have already been given tax treatment for depreciated items.

Drafted: 17 September 09 by Dan Poynter with input from Nancy Kemble and Chris Needels.

Edited: 29 September 09 with input from the NSM trustees and others.

Adopted:

Attachment A. People & Places

Museum web site: <http://www.SkydivingMuseum.org>

Museum Curator, 2009-2010

Dan Poynter, DanPoynter@ParaPublishing.com, +1-805-968-7277.

Assistant Curator, 2009-2010

Howard White, howard@howardwhite.net, +1-978-568-0830

Museum Administrator

Nancy Kemble, nKemble@SkydivingMuseum.org

+1-540 604-9745, office; +1-302 897-4051, mobile;

Museum storage facilities

National Skydiving Museum Storage Facility Fredericksburg

5401 Southpoint Centre Blvd., suite 702, Fredericksburg, VA 22407

Nancy Kemble, Museum Administrator

+1-540-604-9745, nkemble@skydivingmuseum.org

And

National Skydiving Museum Storage Facility Skokie

3839 West Oakton St., Skokie, IL 60076

Mary Thompson, Facility Manager

+1-847-674-9742, mary@pia.com

Attachment B. Documents

In-Kind Donations Application Form

In-Kind Donation Application Form



Contact Name _____

Address _____

City _____ State _____ Zip Code _____

Daytime Phone _____ Alternate # _____

Email _____

Type of Donation _____

Item(s) Description (including condition of item) _____

Quantity _____ Estimated Dollar Value \$ _____

Print EXACTLY how you would like to be acknowledged for your donation in publications (i.e., John Smith, Mr. & Mrs. Smith)

Signature _____ Date _____

Email, fax or mail this form to National Skydiving Museum,
Phone: +1-540-604-9745, Fax: +1-540-604-9741, Email: nkemble@skydivingmuseum.org

Please provide any documentation that will help to explain the history of each article such as log books (or photocopies), photographs, magazine articles and/or your own written narrative.

The National Skydiving Museum is a 501(c)(3) tax-exempt organization.
Donations are deductible for income tax purposes.
<http://www.SkydivingMuseum.org>

In-Kind Contribution Deed of Gift Form

This form, to be filled in and signed by each donor of library/museum materials, conveys property rights to the National Skydiving Museum. Place this form inside the carton/container holding the donated items and send a copy to the Museum Administrator. Only the copy sent to the Administrator shall be signed by the Administrator.



DEED OF GIFT

I/We, the undersigned, do hereby give, assign, and set over to the National Skydiving Museum by way of an unrestricted gift all rights, title, and interest in the following described property, which I/We own (or are the authorized representative of the owner). The described property is to be held and administered by the National Skydiving Museum, Fredericksburg, Virginia.

PROPERTY LIST

Signed: _____ Date: _____

Donor Name: _____ Home Phone: _____

Address: _____ Cell Phone: _____

City/State/Zip: _____

Accepted by: _____ Date: _____
(for the Nat'l Skydiving Museum)

Inventory container # _____

Inventory Label for Museum Contributions.

Reproduce and apply to top and one side of each carton. (If the carton does not have to be opened to evaluate the contents, the documents or equipment will be better preserved.)

The Storage Facility Manager shall insert the Inventory container #.

National Skydiving Museum Storage Facility Inventory Label



Inventory container # NSM - _____

This carton contains the following

Donated by: _____

Address: _____

Telephone: _____

eMail address: _____

Date: _____

Please provide/attach any documentation that will help to explain the history of each article such as log books (or photocopies), photographs, articles and/or your own written narrative.

The Museum Administrator shall request carton(s) be shipped to one of the storage facilities listed in Attachment A.

This form shall be attached to the top and one side of the carton. The carton shall be sealed. A copy of this form shall be kept in an inventory file and the information shall be entered into a database by inventory container number.

Do not Destroy Sign: for documents and equipment stored by the owner or heirs and not shipped to the Museum storage facility. This sign may be orange and may have an adhesive backing.

Do Not Destroy

This parachute equipment or documents was important to its owner and those who used it. It may be of historical interest and value.

Please do not destroy or discard it.

Parachute equipment and documents should be stored in a dry, moderate-temperature environment, not subject to direct light.

Let us help you evaluate it and determine whether it may be of interest to the National Skydiving Museum.

Ask the National Skydiving Museum for information on getting a free evaluation and assistance in disposing of parachute equipment, documents, books, magazines, photographs, etc.

Call: +1-540-604-9745

email: nkemble@@skydivingmuseum.org

website: <http://www.SkydivingMuseum.org>



Letter of Donation Acknowledgement. (Example)



Date

Name

Address

City/State/Zip

Dear *Name*,

On behalf of the board of trustees of the National Skydiving Museum and all those who are committed to preserving our skydiving history, thank you for your in-kind donation (listed below). We are embarking on a long overdue journey to preserve the history of the sport and its participants. Your donation will go a long way toward achieving that goal.

Donors of parachute equipment and documents may take a tax deduction up to \$500 on their U.S. income taxes. No forms are required by the government. They may deduct up to \$5,000 if they fill out IRS Form 8283 Noncash Charitable Deductions. An appraisal is not required; the donor may list any amount. Over \$5,000 in value, donated items must be appraised to qualify for a tax deduction. The Curator of the museum will appraise unusually large, old and valuable equipment and library donations. See

<http://www.skydivingmuseum.org/Files/InKindDonationsProcedure.pdf>

The National Skydiving Museum is a 501(c) (3) not-for-profit corporation. Donations are deductible for income tax purposes to the full extent of the law. The tax identification number is 23-7181972. We confirm that no goods or services were received in return for the aforementioned donation.

Once again, thank you for your interest in and commitment to the museum.

Sincerely,

Nancy Kemble
Museum Administrator

Donation:

- Parachutist Magazines: Volume 111 Number 9, Volume 111 Number 10, June 1962, January 1963, May 1963, April 1963, February 1966, December 1968, January 1969, February 1969, July 1971, March 1972, April 1973, January 1974, July 1974
- Sky Diver Magazines: April 1966, March 1968
- Parachutes Incorporated Catalog: 1970
- Security Parachute Company; Sales papers for Cross Bow Parachutes 1964

IRS forms and explanations

For 8283 and related documents, see:

<http://search.irs.gov/web/query.html?col=allirs&charset=utf-8&gp=&qs=-Wct%3A%22Internal+Revenue+Manual%22&qc=&qm=0&rf=0&oq=&qt=form+8283>

[Form 8283, *Noncash Charitable Contributions* \(standard .pdf file\)](#)

[Form 8283, *Noncash Charitable Contributions* \(fill-in .pdf file\)](#)

Files are in Adobe portable document format (PDF), which requires the use of Adobe Acrobat Reader.

IRS Form 8283: <http://www.irs.gov/pub/irs-pdf/f8283.pdf>

IRS Form Instructions: <http://www.irs.gov/pub/irs-pdf/i8283.pdf>

Ten Tips for Deducting Charitable Contributions: <http://www.taxact.com/reference/2009/tt-charitableContributions.asp>