

CLASS MATTERS





CLASS MATTERS

“Empowering Our Future, One Teen at a Time.”

• (405) 509-5396 • classmatters2010@gmail.com • 2625 NW 114th st. Oklahoma City, OK 73120
www.class-matters.org

DONATION TAX RECEIPT

Federal Tax ID/EIN: 27-3102028 • Combined Federal Campaign #89142

Date:

Thank you for your donation of

Donating Person/Business POC:

Business (if applicable):

Address:

Phone Number:

Email:

Signature of Donor:

Donor’s Estimated Value of In-Kind Donation (filled out by donor): \$. The donor is responsible for noting/reporting any “donation value.” The donation value is not to be determined by this organization. If Class Matters Inc. receives an in-kind gift, which has an estimated value of over \$5,000, the donor must file an IRS Form 8283, and the donor needs to get an independent appraisal of the gift, the appraisal must be dated within 60 days prior to the date of donation. Additionally, if Class Matters Inc. sells all or part of the donated good within 2 years, they must report its sale to the IRS on Form 8282 and follow any IRS reporting regulations.

DONATED ITEM(S) DESCRIPTION

Monetary Donation Form of payment: Cash Check Credit Card

Would you like to receive a thank you letter? Yes No

Class Matters Inc. in return for this contribution provided no goods or services. Thank you so much for your unselfish donation! For all donations made to Class Matters Inc., the staff accepting the donation must complete a Donation Form.

Thank you for your donation!



| ENGINEERING MATTERS | SERVICE MATTERS | PROFESSIONALISM MATTERS | CLASS MATTERS | RECOGNITION MATTERS |
|---|--|--|---|---|
| Engineering, robotics, programming, design, part modeling, and hands-on experience in developing prototypes, designs, and web and phone based applications or websites. | Emphasizes the importance of serving someone less fortunate through community care for homeless families and elderly citizens. | Addresses culture, leadership, business and entrepreneurship training, identity, authentic manhood principles, and mentoring with diverse leaders and professionals. | Emphasizes character, personal branding, short-term planning and academic student success planning. | Bi-annual event recognizes mentors, volunteers, student leaders, college and corporate scholarship sponsors and donors. |

ENGINEERING MATTERS

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CLASS MATTERS

RECOGNITION MATTERS

MONEY DONATIONS:

All money donations will go directly to the Fiscal Manager. After making a copy for Fiscal Department records, the Fiscal Manager will attach a copy of the money donation and any other necessary correspondence to the original Donation Form and forward it to the Administrative Assistant by the end of the day of receipt. If the donation is in excess of \$500, the Administrative Assistant will add the donation to the agenda for the next regularly scheduled Board of Directors meeting agenda for designation to the appropriate fund/account and process the form. You should retain this letter in your records for tax purposes. As you may be aware, the IRS no longer will accept a canceled check as substantiation of a charitable contribution of \$250.00 or more. This letter further serves to verify that you did not receive anything of value in exchange for your contribution. Therefore, the entire amount of your donation is tax-deductible.

EQUIPMENT, FURNITURE AND MATERIAL DONATIONS:

All material and service donations will be reported to the Programs Director via the Donation Form. All items will need to be evaluated and a very detailed description of the items attached which includes but is not limited to: working order, dimensions, electrical/non-electrical, etc. The Programs Director will forward the form to the Administrative Assistant who will forward to the Fiscal Manager if the property is valued over \$500 so the item can be recorded. The donated property will be identified in the fixed asset records as “donated” in the description. The Donation Form will then be forwarded to the Administrative Assistant for processing.

PROGRAM DONATIONS:

Program donations will be given to the Program Director. The Director will complete the Donation Form. The form will then be forwarded to the Administrative Assistant for processing. Any items of a questionable nature i.e. age appropriate, philosophical, religious etc. should be brought to the attention of the President prior to use.

FOOD DONATIONS:

Company food donations will be reviewed by a Program Director prior to distribution and consumption. The Program Director will complete the Donation Form and forward to the Administrative Assistant. All donations will be acknowledged via a Thank You letter and cash receipt when applicable.