

Acknowledgement of Contributions

Beginning January 1, 2008, LHCP will adopt a new policy on how we acknowledge non-cash, in-kind contributions with the goal of reducing administrative costs and efficiently using volunteer labor resources.

Every donation to LHCP is greatly appreciated, whether it is a single toothbrush, a med bag, hand-knit or quilted blankets, a case of flip-flop shower shoes, clothing, or medical care items. The LHCP Board of Directors knows that each item and every dollar is given with the intention of aiding our military men and women by providing comfort and care items. We hope that contributors will applaud this effort to minimize costs and maximize volunteer resources. We appreciate your support for this change.

Individual Contributions of Non-cash, In-kind Donations:

Individual donors will be listed and thanked in our *LHCP Update* newsletter on a quarterly basis. To make your recordkeeping for tax purposes easier, LHCP has created a downloadable pdf file that allows individual donors to keep track of their non-cash contributions to LHCP. You can find it on our website at www.LandstuhlHospitalCareProject.org by clicking the SPONSORS button.

For non-cash contributions of \$250 to \$500, a single letter of receipt will be sent per household *upon request*. Duplicate letters will not be provided. Letters will be prepared twice a year by LHCP's Correspondence Secretary, typically in June/July and December/January. Letters will be an acknowledgement of items sent as listed in LHCP's contribution database but will not assign a fair market value. In following IRS substantiation rules, it is the responsibility of each donor to assess or obtain an appraisal for fair market value.

Organizations/Group Contributions of Non-cash, In-kind Donations:

Organizations and groups that make non-cash donations will be listed and thanked in our *LHCP Update* newsletter on a quarterly basis. A single thank you letter will be sent to the representative for an organization or group who has had primary contact with LHCP. Duplicate letters will not be provided. Letters will be prepared at the end of each quarter. Letters will be an acknowledgement of items received as listed in LHCP's contribution database but will not assign a fair market value. In following IRS substantiation rules, it is the responsibility of each donor to assess or obtain an appraisal for fair market value.

Newsletters can be downloaded from our website at www.LandstuhlHospitalCareProject.org and clicking on the NEWS button.

LHCP cannot provide letters/receipts to acknowledge packing/mailing/shipping expenses incurred in shipping items to LHCP.

Contributors should consult with their tax advisors to determine what tax deductions can be claimed.

Monetary Contributions

Every check and credit card contribution will be acknowledged with a thank you letter from the LHCP Treasurer that indicates the amount of the monetary contribution. Individual donors and organizations and businesses will be listed and thanked in our *LHCP Update* newsletter on a quarterly basis.

Certificates of Appreciation

From time to time, at the discretion of the LHCP Board of Directors, a group or individual may be issued an LHCP certificate of appreciation. Typically, these are given to corporate donors, organizations that promote LHCP through fundraisers, and individuals whose efforts to assist LHCP go above and beyond that of typical donors. While all donors have LHCP's deep appreciation, we are limited due to administrative costs and volunteer labor resources to issue only a few of these each year.