

**PLEASE SUBMIT COMPLETED FORM TO:**

Jean C. Poth  
 Vice President for Institutional Advancement  
 Executive Director, NECC Foundation, Inc.  
 100 Elliott Street, Haverhill MA 01830

<b>Donor please complete the following:</b>	
Date of donation:	
Donor Full Name:	Organization Name:
Mailing Address:	City, State and Zip:
Signature of donor:  _____	
<small>Please note: Donations of gifts in kind are accepted with the understanding that the materials become the property of Northern Essex Community College, and that the value is the responsibility of the donor. In turn NECC may use, keep, or dispose of items at its discretion.</small>	
NECC Contact:	

<b>Donor please complete the following:</b>			<b>FOR INTERNAL USE ONLY</b>	
Item Description:	Quantity:	Estimated Fair Market Value:	Org #:	Asset #:

**If you have any questions or need assistance, contact Jean Poth at 978-556-3624.**

**Instructions for completing the In-kind Donation Form:**

1. The Estimated Fair Market Value must be completed by the donor.
2. Donor to provide detailed information related to their contact information and full description of the item or service being donated.
3. Mail completed form to the Office of Institutional Advancement for proper recording and acknowledgement of gift. See address above.