**Beads of Courage (BOC) Forms**

**Guidelines for Donation**

<https://beadsofcourage.org/wp-content/uploads/2015/12/2020-AAW-handout-guidelines.pdf>

**Registration**

<https://beadsofcourage.dm.networkforgood.com/forms/woodturner-registry>

Registration completed 11/2/22 by Bruce Peek for Prescott Area Woodturners as a group. You do not need to register as an individual (though you can if desired). Your work and in-kind forms will be submitted under PAW registration with your name attached.

**In-Kind Donation Form**

<https://beadsofcourage.dm.networkforgood.com/forms/woodturner-gift-in-kind-form>

**Instructions for donating/registering a bowl to Beads of Courage through PAW:**

1. Make a bowl, please refer to the general guidelines for size and finishes above in “Guidelines for Donation.” Finishes should seal the wood so no infectious contaminants can take up residence. They need to have a finish that can be wiped down as well.
2. Attach ‘Beads of Courage’ ceramic bead and card to the bowl (obtain from Kathy Allen)
3. Fill out the in-kind donation form furnished above under the “In-Kind Donation Form” above. (if desired, Bruce will fill out and submit the form for you).
4. Add a photo of the bowl (OPTIONAL)
5. Bring the bowl loosely packaged and protected to a monthly meeting with:
	1. A BOC card filled out identifying the maker (if desired)
	2. The in-kind donation form (which Bruce will send back to BOC). Please print the form from the link above and put the form in the bowl. Leave the hospital name blank and it will be filed out when bowls are delivered. Let Bruce know if you want him to fill out the paperwork for you.
	3. Give to Bruce or designee at the monthly PAW meeting.

The in-kind donation form is the method BOC uses to track bowl production and donation. Without the form filled out and sent back to BOC, they have no idea of how many bowls are produced or where they come from. They ask that the forms be filed electronically as they do not have the resources to do data entry (as noted above, if you put the form in the bowl, Bruce will convert it to an online submission).

By filling out the in-kind donation form, you can take a tax deduction. BOC provides a receipt at the end of the year for tax purposes. The amount taken should reflect the cost of materials, including ancillary costs. Please list the fair market value of the bowl on the form (the price you would ask for at a sale), but use the materials cost as a value for tax purposes if you are claiming a tax deduction.

If you have questions regarding the above, please call Bruce Peek, 928-300-2303