

The Luc Cochran Foundation

GET INVOLVED

In-Kind Donation Guide

What we accept, how we handle it, and how
your gift is receipted.

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Standards and procedures for donations of devices, food, supplies, and professional services.

About in-kind giving

An in-kind donation is a gift of goods or services rather than cash. In-kind support is a large part of how TLCF delivers programs affordably: donated laptops become the equipment a family uses to job-hunt, recovered food becomes a Nourish Network distribution, and donated professional time becomes capacity we could not otherwise purchase.

This guide sets out what we can accept, the condition and safety standards those items must meet, how we handle data on donated technology, and how in-kind gifts are receipted for tax purposes.

Always confirm before you deliver

Our needs change with the season and our storage is finite. Contact us before dropping off any donation: hi@luccares.org or 833-TLCF-NOW (833-852-3669). Unannounced deliveries may be declined.

Current priority needs

Category	Most useful items
Technology	Laptops and Chromebooks manufactured within the last 6 years, tablets, monitors, keyboards, mice, chargers, USB headsets, webcams, wireless hotspots.
Learning	New notebooks, pencils, calculators, backpacks, printer paper, whiteboard supplies, grade-level workbooks and reading books in good condition.
Nourish Network	Shelf-stable food within date, unopened; reusable grocery bags; food-safe storage containers; refrigerated transport capacity.
Career readiness	New or gently used interview-appropriate clothing, portfolio folders, printing and copying services.
Operations	Folding tables, shelving, dollies, cleaning supplies, first aid kits, gift cards for participant transportation.

Standards for accepted goods

General condition

- Items must be clean, complete, functional, and safe to use immediately or after routine servicing.
- No items subject to a manufacturer or CPSC recall.
- No damaged, soiled, torn, or heavily worn textiles.
- No items requiring repair we are not equipped to perform.
- No hazardous materials, chemicals, ammunition, weapons, or pressurized containers.
- No opened medications, supplements, or medical devices.

Technology

- Devices should power on and hold a charge, or arrive with a working power supply.
- Remove activation locks, BIOS and firmware passwords, MDM enrollment, and account bindings before donating. We cannot use a device we cannot unlock.
- Provide the charger and any proprietary cabling where possible.
- We accept bulk corporate refreshes; contact us in advance to schedule pickup and asset documentation.

Data handling on donated devices

Every donated device is wiped before it is refurbished or redeployed. Storage media are erased using an industry-standard sanitization method, or physically destroyed when erasure is not possible. We will provide a written statement of sanitization for organizational donors on request. Donors remain responsible for removing their own confidential data before transfer; do not rely solely on our process for regulated data.

Food

- Shelf-stable, commercially packaged, unopened, and within the manufacturer's date labeling.
- No home-canned or home-prepared food.
- Perishable and prepared food is accepted only from licensed food businesses, under cold-chain documentation, and only when scheduled in advance.
- Allergen labeling must remain intact and legible on all packaging.
- Georgia and federal good-faith donor protections apply to qualifying food donations made in good faith to a nonprofit for distribution to those in need.

Vehicles, real property, and unusual assets

Gifts of vehicles, real estate, equipment leases, cryptocurrency, or other non-standard assets require review and Board or designee approval before acceptance, because they can carry carrying costs, environmental exposure, or title complications. Contact us before initiating a transfer.

What we cannot accept

- CRT monitors and televisions, printers with no available consumables, and devices older than roughly eight years for which no supported operating system exists.
- Broken or incomplete equipment donated for parts.
- Used undergarments, used mattresses, or used car seats and cribs.
- Expired food, open packages, and unlabeled bulk food.
- Alcohol, tobacco, vaping products, cannabis products, and lottery tickets.
- Anything requiring a license we do not hold to store, transport, or distribute.
- Gifts conditioned on preferential treatment for a specific participant, on political or religious messaging to participants, or on access to participant data.

If we cannot use an item we will say so plainly and, where we can, suggest another local organization that can. Declining a gift is not a judgment about its value; it reflects our storage, licensing, insurance, and staffing limits.

Logistics

Scheduling	Email hi@luccares.org with a description, quantity, condition, and preferred date.
Drop-off	1560 Commercial Court, Suite H, Jonesboro, GA 30238, by appointment.
Pickup	Available for qualifying bulk donations within metro Atlanta, subject to capacity.
Packaging	Label boxes by category. Keep technology accessories with their device.
Documentation	Bring an itemized list. We cannot reconstruct one after the fact.

Valuation, receipts, and tax substantiation

TLCF will provide a written acknowledgment describing the donated property, the date received, and a statement of whether any goods or services were provided in return.

We do not assign a value to your gift

IRS rules place the responsibility for valuing donated property on the donor, not the recipient charity. Our acknowledgment will describe what we received; it will not state a dollar amount. Please consult your tax advisor.

Gift value	Typical donor requirement
Under \$250	Keep a receipt or reliable written record of the donation.
\$250 – \$499	Obtain a contemporaneous written acknowledgment from TLCF.
\$500 – \$4,999	File IRS Form 8283, Section A, with your return.
\$5,000 and above	Generally requires a qualified appraisal and TLCF's signature on Form 8283, Section B. Contact us early so we can complete the donee acknowledgment.

This table is general information, not tax advice. Requirements vary by asset type and by taxpayer circumstance.

Donated services

We are grateful for donated professional services and volunteer time, and we track both. Please note that under IRS rules the value of your time or services is generally not deductible, although unreimbursed out-of-pocket expenses incurred while volunteering may be.

Recognition

In-kind donors may be recognized in our annual reporting and communications. Tell us if you prefer to remain anonymous, and we will record the gift without public attribution.

In-kind donation record

Complete and submit with your donation. TLCF will countersign and return a copy as your acknowledgment.

Donor name / organization _____

Contact email and phone _____

Mailing address _____

Date received _____

Description of donated property

Item description	Qty	Condition

The donor certifies that the property described above is donated voluntarily, is owned free of liens or encumbrances, and is transferred to The Luc Cochran Foundation Inc. without condition. No goods or services were provided by TLCF in exchange except as noted here:

_____.

Donor signature _____ Date _____

TLCF representative _____ Date _____

How to reach us

General	hi@luccaes.org
Toll-free	833-TLCF-NOW (833-852-3669)
Local	770-678-1667

Office	1560 Commercial Court, Suite H, Jonesboro, GA 30238
Website	luccares.org
Programs	luccares.org/programs
Partnerships	luccares.org/partners
Donations	luccares.org/donate
Resource directory	luccares.org/resources
Digital Foundations course catalog	www.digitalfoundations.app

Office hours are by appointment. Program schedules vary by season; confirm current times before referring someone or visiting in person.

Verify our nonprofit status

The Luc Cochran Foundation Inc. is a Georgia nonprofit corporation and a 501(c)(3) tax-exempt public charity, EIN 99-1959689. Our status and filings can be verified through the IRS Tax Exempt Organization Search, the Georgia Secretary of State business search, and our Candid (GuideStar) profile.