

# GIK DOCUMENTATION PROCESS

1. **Fill out and sign the [Gift in Kind Information form](#) – one form per gift**
  - a. Fill out the Gift Date, Gift Description, Donor Name, Donor email, Donor phone, Donor Address
  - b. Ask Faculty advisor / Faculty / UBC-authorized contact to date and sign the form on the upper box labelled (For Completion by UBC)
  - c. Kindly ask each sponsor to sign their respective filled-out form in the part labelled "For Completion by donor" (if it is a sponsorship, they can ignore the part about owning the gift for x amount of time and the tax receipt portion).
  
2. **Gather all supporting documentation that confirms sponsorship intent and amount**
  - a. This can include: invoices, quotes, gift letter(s) and email trails
  - b. The documentation needs to include a breakdown and clear description of what is being donated (i.e. we cannot only say "equipment" or "tools", we have to list and describe which ones, amount, etc.)
  - c. The documentation needs to clearly state the value of the in-kind gift (note: sometimes companies produce a quote and make it equal \$0 because the team is not paying anything. However, we cannot process sponsorships that equal \$0, so kindly ask them to send quotes that reflect the actual value of the gift).
  
3. **Send all documentation to the DAE office ([team.sponsorship@apsc.ubc.ca](mailto:team.sponsorship@apsc.ubc.ca))**
  - a. Once the GIK information form is signed, please group all the documents related to each sponsorship and send our way
  - b. Confirm the address the business acknowledgement should be sent to
  - c. Confirm the name and title of your contact person at the company so the business acknowledgement can be made to their attention