



**Clan Scott Society, Inc**

P. O. Box 13021  
Austin, TX 78711-3021

**DONATION FORM**

*(Required for claiming all donations over \$250 annually)*

**Donor Information**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
ZIP: \_\_\_\_\_ Tele: \_\_\_\_\_  
e-Mail: \_\_\_\_\_

**CSS Membership Status<sup>1</sup>**

- Officer
- Commissioner/Convenor
- Member
- Non-Member
- Corporation/Entity

**Description of Donation**

**Value of Donation**

- Cash [Date \_\_\_\_\_] ..... \$ \_\_\_\_\_
- Scholarship Fund Donation [Date \_\_\_\_\_]<sup>2</sup> ..... \$ \_\_\_\_\_
- Clan Tent Expenses  
Event Name<sup>3</sup> \_\_\_\_\_  
Location \_\_\_\_\_  
Dates \_\_\_\_\_
  - Tent Registration Fees<sup>4</sup> ..... \$ \_\_\_\_\_
  - Hosting Expenses (food, beverage, etc.)<sup>5</sup> ..... \$ \_\_\_\_\_
  - Handouts<sup>6</sup> ..... \$ \_\_\_\_\_
  - Event Admission Fees/Tickets<sup>7</sup> ..... \$ \_\_\_\_\_
  - Other<sup>8</sup> ..... \$ \_\_\_\_\_
- Travel<sup>9</sup>  
Event Name<sup>10</sup> \_\_\_\_\_  
Location \_\_\_\_\_  
Dates \_\_\_\_\_
  - Mileage(14¢ per mile)<sup>11</sup> ..... \$ \_\_\_\_\_
  - Air/Train Fare ..... \$ \_\_\_\_\_
  - Lodging ..... \$ \_\_\_\_\_
- Banquets/Meals<sup>12</sup> ..... \$ \_\_\_\_\_  
Event Name<sup>13</sup> \_\_\_\_\_  
Date(s) \_\_\_\_\_
- Other Donations [Date \_\_\_\_\_]<sup>14</sup> ..... \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**ACKNOWLEDGMENT**

On behalf of Clan Scott Society, Inc., a nonprofit 501(c)(3) Georgia Corporation, I wish to thank you for the kind contribution of \$ \_\_\_\_\_. No goods or services were provided in exchange for your contribution.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TREASURER/ASSISTANT TREASURER

Clan Scott Society, Inc., is a 501(c)(3) tax exempt public charity. As such, donations to Clan Scott Society are deductible in an amount up to 50% of your adjusted gross income annually. In order to claim a donation of \$250 or more as an allowable deduction, you must first have either a bank record (such as a cancelled check) or a written acknowledgment from Clan Scott Society documenting the contribution. In the case of non-reimbursed expenses incurred in officially representing the Clan as an officer, commissioner, or convenor within your designated area or in attending the Annual General Meeting (like clan tent registration fees, mileage, meals, postage, etc.), the IRS requires that you have a written acknowledgment from Clan Scott Society. To facilitate your obtaining the required acknowledgment, fill out this Donation Form, following the instructions given below, and mail it to Clan Scott Society, P.O. Box 13021, Austin, Texas 78711-3021. Allow us 3-4 weeks to process your form and determine whether your contribution satisfies our criteria for an allowable donation. For more information go to our website at [www.ClanScottSociety.org](http://www.ClanScottSociety.org).

1. Clan Scott Society requires this information to determine whether the donation is eligible for tax deductible treatment. For example, travel expenses, meals, and tickets to a festival may be deductible for a commissioner or convenor who is hosting the Clan Scott tent, but not for a regular member who is merely attending the festival.
2. Donations to the scholarship fund will be used for the Clan Scott Performing Arts Scholarship. If you wish to make a donation to fund any other scholarship, please contact the Treasurer to assure that it will meet the requirements for our 501(c)(3) designation.
3. The name, location, and date of the event at which you hosted a Clan Tent and for which you are claiming a donation must be provided in order to document the donation.
4. The actual registration fee the festival or event charged you for setting up the Clan Tent. Please provide documentation.
5. Culturally appropriate foods, snacks, beverages, and water that are typically offered to members and guests who visit the Clan Tent.
6. The cost of producing copies of information sheets, brochures, handouts, and application forms for distribution at the Clan Tent.
7. Admission fees and ticket charges to gain admission into the festival or event at which you host a Clan Tent. This does not include concert or tattoo tickets UNLESS you are participating as an official representative of Clan Scott Society.
8. List other incidental expenses associated with hosting the Clan Tent such as chair and table rental or musical entertainment. DO NOT list display items unless you intend to make them the property of Clan Scott Society.
9. In order to deduct travel expenses as a charitable donation you must be attending the event in an official capacity as a representative of Clan Scott Society.
10. The name, location, and date of the event for which you are claiming a donation must be provided if different from the event identified above.
11. The maximum rate allowed by the IRS for mileage when providing services to a charitable organization is 14¢ per mile.
12. Since we all have to eat, meals are generally not deductible, however, you may deduct your costs when attending a business meeting banquet (like the AGM) or a Burn's or Tartan Day Supper as an official representative of Clan Scott Society.
13. The name and date of the event for which you are claiming a donation must be provided if different from an event identified above.
14. Please describe any donations you are claiming which are not covered above, including the date the donation was made. Examples of non-reimbursed expense donations you might enter on this line include postage and long distance telephone charges. Identify your cost basis and fair market value on any item you donate. Donations of time are not tax deductible.