

15 Instructions for Using the Disaster Response and Relief Donations Form

This paper form is used to document the receipt of in-kind donations provided for disaster response and relief efforts. The form will provide a permanent record of the generosity of donors, and provide them with a receipt for their own purposes. It is also the start of the logistics management process for transporting and distributing needed goods.

The form also clarifies that the donor does in fact own the goods and is in fact donating them to the agency. In the past there have been instances where a city or county thought something was a donation, when in fact, the person offering the goods was not donating, but selling the items. This misunderstanding creates a number of problems, the least of which is the goods may have to be paid for. Goods procured in this manner, skirt the agency's normal purchasing rules, and this may result in losing eligibility for FEMA reimbursement.

In other cases, the goods were past their labeled expiration date and not useable for any purpose, disaster or otherwise. When this occurs with certain goods, i.e., pharmaceuticals, the agency also has to dispose of the goods as hazardous materials at an even greater cost than simply hauling them to the dump.

For these reasons, it is very important to have a clear understanding of the donor / donee relationship and ensure that there are no misunderstandings or misrepresentations made in the transaction.

Do not sign for or take receipt of donations unless you are authorized to do so. Do not accept donations delivered to a location other than the assigned donations drop off locations. This will result in the agency having to assign scarce transportation resources and scarce personnel to move them and provide security for the goods until they can be transported to the receiving location.

The fields on the form are straight forward and all information should be printed legibly. If there are too many items for a single form, attach additional forms, do not list additional items on the back of the form. Be sure that the donor initials and signs each sheet, even if the information about their name, organization and other contact information at the top of the page is not re-entered.