STATE EMPLOYEES FOOD DRIVE
Frequently Asked Questions on Food and Monetary Donations

Is my donation tax deductible?

Food donations are tax deductible with a store receipt to the extent provided by law.

Monetary donations are tax deductible. Donors who submit personal checks will receive written acknowledgment from Hawaii Foodbank. For cash donations, a *Hawaii Foodbank Donation Receipt* may be issued by the coordinator upon request.

How do I make an online donation?

Monetary donations may also be placed by credit card. Hawaii Foodbank accepts American Express, VISA, MasterCard and Discover. Please visit www.hawaiifoodbank.org to place a secure and confidential online donation:

1. **On the home page, click on the "Donate Now" Orange Ribbon icon below menu on the left side of the page**

2. **Click on the blue "Make a one-time monetary donation" link**

3. **Complete each information field**

4. **To ensure that your Department gets credit for your donation, please enter "State of Hawaii: _Department Name_ " underneath your street address**

For example:
808 Aloha Ln

(State of Hawaii: Human Services)

Online donations will be credited to the State Coalition if your department information is noted in your address field, as above.

Our online donations are protected with up to 256-bit Secure Sockets Layer encryption. Blackbaud processes your donation on behalf of the Hawaii Foodbank. To protect your credit card information, Blackbaud encrypts personal and credit card information during all transactions and sends an automated confirmation email for all transactions.

All online donations are administered by Hawaii Foodbank. There is no third party involvement.

The Foodbank does not share donor information. Your privacy is protected.

Make a Donation

If you are making a donation as a company/ organization for Food Drive, please indicate in parentheses the name and department in the address field.

For example:
808 Aloha Ln

State of Hawaii: Human Services

Hawaii Foodbank Donation

| $25 | $50 | $75 | $100 | Other |

Designation

Designation: Help Feed Hawaii's Hungry! ▶

Tribute Gift

☐ This gift is in honor, memory, or support of someone

Leave a comment (optional):

optional

Billing Address

☐ Make this gift on behalf of a a company or organization

Name: title ▶ first name last name

Email:

Country: United States ▶

Address:

Billing Address

☐ Make this gift on behalf of a a company or organization

Name: title ▶ first name last name

Email:

Country: United States

Address:

City:

State & zip: state ▶ zip

☐ I would like this gift to remain anonymous

Payment details

Payment Processed by Blackbaud

Cardholder name:

Card number:

VISA   AMERICAN EXPRESS   DISCOVER   Maestro   MasterCard

Expiration: month ▶ year ▶   CSC:

Donate

Will my name be published?
    Hawaii Foodbank acknowledges donors who contribute monetary donations in its publications, space allowing. If you do not want your gift to be published, please notate "No publish" on your check or enter your request in the comments field when placing a credit card donation online.

Are Hawaii Foodbank T-shirt purchases tax deductible?
    Hawaii Foodbank T-shirt purchases are not tax deductible. According to IRS guidelines, you may not deduct contributions from items which you benefit. However, you may make a deduction for gift amounts which exceed the value of the merchandise or service you receive.

    Example: An employee purchases one large t-shirt at $15. The employee writes a check for $20 as payment. To determine how much may be deducted, subtract the value of the benefit received ($15) from total payment submitted ($20). Only $5 of that payment is considered a charitable donation and may be deducted for tax purposes.

How do I submit my department monies?
    Department coordinators are responsible for collecting and securing cash and check donations from employees. Please use the *Monetary Tracking Sheet* provided to record all donations received. An excel spreadsheet version of the tracking sheet can be used for ease of tracking.

    Monetary donations may be submitted to the Foodbank throughout the campaign by delivering them to the Hawaii Foodbank offices at:

- **2611 Kilihau Street, Mapunapuna**
- **Monday through Friday**
- **8:00 a.m. to 4:30 p.m.**

    At the end of the campaign, please collect monetary donations from your divisions May 18 through May 25. From May 21 to May 31, please call Laura Kay to arrange a pick up date and time.

    Please do not give monies to our drivers. They are responsible for food pickups only. Mahalo.

What about Neighbor Island monies?
    All Neighbor Island donations will benefit their respective food banks. **Everything raised on an island, stays on that island.** Checks should be made to the Neighbor Island food bank designated by the donor. Or a secure online donation may be placed via the food bank's website:

- **Kauai: Hawaii Foodbank – Kauai Branch or http://www.hawaiifoodbank.org/KauaiBranch.aspx**
- **Hawaii Island: The Food Basket or www.hawaiifoodbasket.org**
- **Maui County: Maui Food Bank or www.mauifoodbank.org**