



Northern Illinois Synod  
Evangelical Lutheran Church in America

### **Gift Instrument Outline**

A Gift Instrument should include:

- Donor Name, address, phone, and email.
- Secondary contact information of a relative if possible.
- An indication if the gift is restricted for a particular purchase or use and if so what it is.
- The date of the gift.
- Whether the donor intends for it to be anonymous or not.
- And then most importantly, a clause that indicates that the donor acknowledges that under certain conditions (these should be articulated and be replicated from the language in the constitution) the gift may be used for other purposes besides what it was restricted to by the donor.
- It should then be signed, dated, and witnessed.
- A copy should be provided to the donor as well as a copy placed in a safe place in the church-preferably in a fire-proof safe.