



### ***Will my name be published?***

Hawai'i Foodbank acknowledges donors who contribute monetary donations in its publications, space allowing. If you do not want your gift to be published, please notate "anonymous" on your check or check the box "Donate anonymously" when making an online donation.

### ***Are Hawai'i Foodbank T-Shirts tax deductible?***

Hawai'i 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. For example, an employee purchases one t-shirt for \$25. The employee writes a check for \$50 as payment. To determine how much may be deducted for tax purposes, subtract the value of the benefit received (\$25) from the total payment (\$50). Only \$25 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 Report to record all donations received.

Monetary donations may be submitted to Hawai'i Foodbank throughout the campaign by delivering them to Hawai'i Foodbank warehouse in Mapunapuna at 2611 Kilihau St. Honolulu, HI 96819, Monday through Friday between 8:00 a.m. and 4:30 p.m.

At the end of your campaign, please collect monetary donations from your divisions by May 11. We encourage people to drop off their monetary donations at our warehouse. If you are unable to drop off your donations, please contact [ronnie@hawaiiifoodbank.org](mailto:ronnie@hawaiiifoodbank.org) to schedule a pickup date and time. ***Please do not give monies to our drivers.*** They are responsible for food pick ups only.

### ***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. Online donations can be designated to the island of choice.

### ***How do I submit my department food donations?***

UH System and UH Manoa will coordinate food pick up at the conclusion of your campaign. For all other Oahu campuses, feel free to drop your donations off at HFB's warehouse or complete the [Pick Up Request Form](#). All boxes should have the Food Donation Label affixed in order to properly credit each campus/department. For neighbor island pick up, please contact your local food bank.