



OSF Holy Family Foundation
Bushels for Care Program
"From This Land Grows a Gift"

2011 INSTRUCTIONS FOR GRAIN ELEVATORS

- Donors to the "Bushels for Care" Program must indicate to Grain Elevator at time of delivery the number of bushels of grain or dollars worth of grain being gifted to the OSF Holy Family Bushels for Care Project.
- If the pledge form has not been previously mailed to OSF Holy Family Foundation, the donor should complete the "Letter from the Donor Regarding a Gift of Grain" form. The form has been included in your packet of information.
- "Letter from the Donor Regarding a Gift of Grain" or a Grain Elevator warehouse or storage receipt of grain delivered may be completed and mailed to OSF Holy Family Medical Center or a call can be made to 734-3141 extension 360 and the receipt(s) will be picked-up or it may be faxed to 309/734-3029 or e-mailed to Victoria.Hennenfent@osfhealthcare.org. *Note: The storage receipt is evidence that ownership of the grain was transferred from producer to OSF Holy Family Foundation.*
- The Grain Elevator gives the producer a receipt for the number of bushels that was transferred to the OSF Holy Family Foundation for the producer's tax records.
- If agreeable with the Grain Elevator, a standing order can be issued for the sale of grain. If preferred, all donated grain can be held until harvest is completed. **It is important that the producer not instruct the Grain Elevator to sell the grain, but OSF Holy Family Foundation.** If the commodity is transferred and sold on the same day, it increases the likelihood the IRS will call it a "sham transaction" because it is the same as giving cash. It is suggested (OSF) holds the commodity for at least up to 10 days after the transfer.
- The Grain Elevator issues the check for the sale of the grain to the OSF Holy Family Foundation along with the "bill of sale" indicating number of bushels and sale price. Please mail in self-addressed envelope in the packet to *OSF Holy Family Foundation, 1000 West Harlem Avenue, Monmouth, Illinois 61462.*
- For questions or additional information regarding the "Bushels for Care" Program please contact **Vicki Hennenfent**, Planned Gifts Coordinator, at **309/734-3141, extension 360** or **Dana Hall**, Vice President of Support Services, at **309/734--1505.**
- **We are most grateful for your assistance with the Bushels for Care Program. Without your participation it would not be possible. Thank you!**



2011 Instruction to Grain Elevator for Sale of Gift of Grain

"From This Land Grows a Gift"

OSF Holy Family Foundation

The OSF Holy Family Foundation is directing _____ (GRAIN ELEVATOR NAME) to sell _____ bushels of _____ (TYPE OF GRAIN) that will be delivered by _____ (NAME OF DONOR) on behalf of the OSF Holy Family Foundation to be sold by _____ (GRAIN ELEVATOR NAME).

This grain is the property of the OSF Holy Family Foundation for the benefit of the OSF Holy Family Medical Center.

Please remit a check for sale proceeds to:

OSF Holy Family Foundation
1000 West Harlem Avenue
Monmouth, IL 61462

OSF Staff Signature(s)
Title and Date

If you have any questions, please contact one of the following at the OSF Holy Family Foundation:

Victoria Hennenfent, Planned Gifts Coordinator at (309) 734-3141, Ext. 360 or e-mail
Victoria.Hennenfent@osfhealthcare.org

Dana Hall, Vice President Support Services at (309)734-3141 or e-mail
Dana.L.Hall@osfhealthcare.org

Thank you.