



INSTRUCTIONS TO GRAIN ELEVATOR FOR GIFT OF GRAIN

“Bushels for Care” – “From This Land Grows a Gift”

OSF Saint James - John W. Albrecht Medical Center Foundation

- Donors to the “Bushels for Care” Program must indicate to Grain Elevator at time of delivery the number of bushels of grain being gifted to the OSF Saint James Bushels for Care Project.
- If the pledge form has not been mailed to OSF Saint James Foundation, the donor should complete the “Letter from the Donor Regarding a Gift of Grain” form. The form may be made available at the Grain Elevator.
- “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 Saint James Medical Center or a call can be made to (815) 842-6827 or (815) 842-6808 and the receipt(s) will be picked-up. NOTE: THE STORAGE RECEIPT IS EVIDENCE THAT OWNERSHIP OF THE GRAIN WAS TRANSFERRED FROM PRODUCER TO OSF SAINT JAMES MEDICAL CENTER FOUNDATION.
- The Grain Elevator gives the producer a receipt of the number of bushels that was transferred to the OSF Saint James Medical Center Foundation for the producer’s tax records.
- If agreeable with the Grain Elevator, a standing order can be issued for the sale of grain. It is important that the producer not instruct the Grain Elevator to sell the grain.
- The Grain Elevator issues the check for the sale of the grain to the **OSF Saint James Medical Center Foundation** along with the “bill of sale” indicating number of bushels and sale price to OSF Saint James Medical Center Foundation, 2500 West Reynolds Street, Pontiac, Illinois 61764.
- For questions or additional information regarding the “Bushels for Care” Program please contact **Susan Karls**, Director of Foundation Development, at (815) 842-6827 or **Carrie Matlack**, Foundation Assistant, at (815) 842-6808.
- **We are most grateful for your assistance with the Bushels for Care Program. Your support of OSF Saint James Medical Center and the Foundation’s ongoing efforts will insure high quality healthcare for the area’s citizens for generations to come.**