



Vehicle Donation Policy & Intake Checklist

Romero Ministry Association Inc. — His Kingdom Ministry · Approved by Angel Romero, October 23, 2026

Don't Just Donate It. Invest It. — every accepted vehicle becomes ministry funds, fast and clean.

Part A — What We Publish (Donor-Facing)

- **Running and driving, title in hand.** The title must be clean, in the donor's name, with any lien released — the law of transfer for every program in America, protecting the donor as much as the ministry.
- **A complete car.** Engine, transmission, and major parts present.
- **Accepted after a quick inspection** by our mechanic — because our partners' gifts must become ministry, not a bill. We are a small ministry, not a salvage yard: every accepted vehicle must be one we can return to the road or sell within 30 days.
- **Honest taxes.** If we sell the vehicle, the donor's deduction is the sale price, and we issue the IRS acknowledgment (Form 1098-C when required) with the real number on it. No inflated promises — ever.
- **A gracious no is still a blessing.** If a vehicle isn't right for us, we say so with thanks and connect the donor with a national program that accepts any vehicle with free pickup — their generosity still counts, and still earns its deduction.

Part B — Intake Checklist (Internal — Not Published)

The two circles, from Conroe. Near circle (~3 hours): Houston, East Texas, Dallas, Austin — decent running cars with clean titles. Far circle (up to ~6.5 hours): San Antonio, Oklahoma City, Little Rock, Shreveport, New Orleans — **cream only**: newer, lower miles, clean title, resale clearly beating fuel, a full day, and paperwork. **Junk never travels** — a long tow can cost more than the car is worth; non-running vehicles are donor-delivered or seen locally by our mechanic first.

Step 1 — The photo screen (before anything moves). Require by text or email: four exterior corners, interior, dashboard with odometer, and the title. For far-circle cars, add **proof of life**: a photo of the vehicle with a code word we supply that day, written on paper, in front of the car — plus a short live video walk-around: the donor starts the car and shows the VIN plate and title together. No photos = no trip. Ten minutes of pictures decides what six hours of highway never should.

Step 2 — Confirm twice before wheels roll. Confirmation call #1 when the trip is scheduled; confirmation call #2 the morning of the trip; far-circle runs get a third check about an hour out. If the donor goes silent at any confirmation, **the trip does not happen**. No far trip is ever made on a third party's say-so — we deal with the titled owner, directly.

Step 3 — Paperwork at handover, in person, every time. Title in hand; name matches the donor's photo ID; lien release if a lien ever existed. VIN matched in three places: title, dash plate, door jamb.

Odometer statement and signed donation receipt on the spot. Planning ratio: of every 10 cars offered, expect ~6 declined at the screen or inspection and ~4 accepted — the screen exists so the six cost minutes, not days.

Step 4 — The inspection line. Final acceptance only after our mechanic's inspection. Repairs must leave the car honestly roadworthy or sellable within 30 days of acceptance. House economics — the repair cap and the net floor — stay internal: never published, never quoted to donors. One trip per car; decision within 48 hours of inspection; listed for sale within days.

Step 5 — If we must say no. "Thank you for thinking of the ministry — truly. This one isn't a fit for us, and I won't take your gift knowing it would cost the ministry more than it gives. Here's a program that takes any vehicle, picks it up free, and your deduction still counts..." Thanks, truth, blessing, off-ramp. Today's declined donor may be tomorrow's partner.

Companion to the Gift Acceptance Package · Questions: angel@romeroministryassociation.org · (936) 330-9140