



Owned and Operated by WOLF FAMILY HARDWARE

### Donation Request Form

We strive to be good corporate citizens. Our guiding principles state that it is our responsibility to make substantial and significant contributions to strengthen our community's health, social, educational and cultural fabric. We recognize that there are many causes worthy of support, but by focusing our resources on a few areas we feel our impact is greater. We will try to respond to your contribution request if we can identify with effort or the cause. We try not to base our decision upon whether our own self-interest will be helped by responding or hurt by not responding. We will ask these questions:

- A. Is your organization or event clearly nonpolitical, nondenominational, nonprofit or charitable?
- B. Is your request coming from an organization that will improve the health, educational, cultural or civic vitality of this community?
- C. Does contributing to your organization touch on our prioritized areas of concern?

Thank you for completing this request form. It helps us greatly with our decision-making and record keeping. We appreciate your time in helping us make effective decisions toward bettering our community.

Your Name: \_\_\_\_\_ Today's date: \_\_\_\_\_

Your Phone: \_\_\_\_\_ Your email: \_\_\_\_\_

#### About Your Organization

1. The organization seeking the donation: \_\_\_\_\_  
Is it a 501(c)3?  YES /  NO Please submit a copy of the tax-exempt certificate with this form.
2. What is your organization's mission? Please submit a mission statement, most recent correspondence to stakeholders, and/or organization's website address: \_\_\_\_\_
3. Has the organization received a past donation from Ace Hardware of Woodbury/Kent/Watertown/Bethlehem?  YES /  NO
4. Your relationship to the organization: \_\_\_\_\_
5. Organization's executive director: \_\_\_\_\_
6. Organization's board president: \_\_\_\_\_

#### About the Donation

1. The name and type of event the donation will be used: \_\_\_\_\_
2. The event's goal: \_\_\_\_\_
3. What will the donation be used for? Auction item, prize, refreshments, funding, other: \_\_\_\_\_  
\_\_\_\_\_
4. The exact donation you are seeking: \_\_\_\_\_
5. Recognition to donors (at the event, prior, subsequent, etc.): \_\_\_\_\_
6. Store you are requesting a donation from (check one):  Woodbury  Kent  Watertown  Bethlehem  Ace Handyman
7. By receiving a donation, your organization and representative agrees to a photo when picking up the donation to be used on our website and social media.  
 YES /  NO Signature: \_\_\_\_\_

#### Logistics

1. If requesting the popcorn machine, how many people do you wish to serve with this contribution? \_\_\_\_\_
  - a. Date needed: \_\_\_\_\_
  - b. Time needed: \_\_\_\_\_
  - c. Who will pick up/drop off (contact name/phone #): \_\_\_\_\_

Please drop this form off at one of our stores or email to [donation@helpfulplace.com](mailto:donation@helpfulplace.com). Please understand that the more lead time we are given to consider your request, the greater the likelihood we can find some way to help you. We strive to acknowledge your request within five business days of receipt of this completed form and will do our best to have an answer for you within two weeks.

#### ACE USE

Date rec'd	Date approved/denied	Decision made by	POS trans #