



# Request for Donation



To request a donation from **Schuette Incorporated**, complete the form below. Donation requests should be submitted one month before the date needed.

Schuette attempts to fulfill as many donation requests as possible. However, due to budgetary and logistical restraints, not all requests will be granted.

Your Name: \_\_\_\_\_ Schuette Inc. Employee?  Yes  No

Organization Requesting Donation: \_\_\_\_\_

Organization Address: \_\_\_\_\_ City: \_\_\_\_\_

Organization Website: \_\_\_\_\_ Facebook Page: \_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is the Organization Tax Exempt 501(c):  Yes  No

If Yes, submit the following documentation with this completed donation request form:

- Copy of the organization's IRS Determination Letter
- Copy of the organization's most recently filed Form 990, Return of Organization Exempt from Income Tax
- Written confirmation from the organization's management that the public charity is current

Type of Donation Requested  Event  Cash  Volunteers  Promotional Item(s) \_\_\_\_\_

Cash If so, amount requested \$ \_\_\_\_\_  Sponsorship if so, type: \_\_\_\_\_

Frequency:  One Time  Ongoing

Describe the Purpose of the Donation: \_\_\_\_\_

Explain how Schuette will be recognized: \_\_\_\_\_

Social Media Efforts: sharing the news and images of the positive impact Schuette's Community Outreach makes future efforts possible. The images used will appear in promotional material on Schuette's website, internal displays and social channels. The organization gives Schuette, Inc. permission to use my name, likeness, image, voice, or appearance as may be embodied in any pictures, video recordings used on their website or social media channels.

When Needed? \_\_\_\_\_ Your Signature \_\_\_\_\_ Submission Date \_\_\_\_\_

### For Committee Use Only

Approved  Denied Notes: