



CHARITABLE DONATION REQUEST FORM

Requests should be **submitted at least 30 days in advance** of an event to allow time for review.

Due to a high volume of requests, Diamond Home Hardware & Garden, LLC dba Diamond Home Improvement is unable to guarantee a response to every donation request. If approved, the primary contact will be notified.

An official letter of request from your organization is **required** to be attached with this form upon submission.

ORGANIZATION INFORMATION

Name of Organization: _____

EIN/Tax ID#: _____ 501(c): Yes No

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Website: _____

Contact Person: _____ Contact Person Title: _____

Contact Person Phone #: _____ Contact Person Email: _____

EVENT INFORMATION

Event Name: _____ Event Date: _____

Event Location: _____

Purpose of Event: _____

How will monies raised be used to benefit this organization? _____

Area/Community the event will serve: _____

Type of Donation (ie.Raffle Item*, Sponsorship): _____

*If material items, please attach a separate itemized list.

Deadline Date: _____

Mail or fax completed form to Diamond Home Improvement, Attn: Charitable Donations, 2380 S. 6th St., Klamath Falls, OR 97601 • Fax: 541.885.5626

OFFICE USE ONLY

Employee Name: _____ Application Status: _____ Gift Card #: _____

Date Received: _____ Stock#/Desc.: _____ Other: _____

Authorized by: _____ Discount: _____