

Reviewed by:

CHARITABLE DONATION REQUEST FORM

Date:Organizatio	on:			
Contact Person:	Title:			
Mailing Address:	City:		ST Zip:	
Phone Number:	Email Address:			
Contact person's relationship to the organization:	Employee	Paid Worker _ Fundraiser		
What services are rendered by your organization?				
Is there anything else we should know about you	r organization's local impac	t as we consider your ı	request?	
What percentage of the organization's funds are us	sed for programs?			
What percentage of the organization's funds are us	sed to fund administration, r	marketing and general	overhead?	
What kind of sponsor recognition program do you	have, if any?			
What other area organizations are involved or donati	ing at this time?			
By what date do you need the contribution? Please submit complete proposals no less than 3. To whom should the check be made payable?	0 days before contribution is ne	eded. Incomplete or late	proposals may not be considered.	
Signature of Organization's Officer: Within 30 da			n showing how funds were used.	
Please make sure your proposal includes the A description of your organization, includes A copy of the letter from the IRS statine. A list of key staff and titles and current.	cluding its mission and major ng your organization's 501(c)(3) status, if applicable		
For Internal Use Only: Prior history: Other reviewer's comments:				

___Committee Approval / Denial _

CHARITABLE DONATIONS POLICY

Collett Services is committed to supporting causes that improve the quality of life for the residents of their communities. The organization frequently makes donations to local schools, civic groups, and church groups in the communities it serves.

Contributions Policy

- The organization must be a 501(c)(3) or non-profit organization.
- Requests should be submitted at least 30 days prior to the event to allow proper time to evaluate the request.
- Complete proposals include a description of the organization, and its mission.
- Complete proposals will be considered monthly. Incomplete proposals or those with deadlines within 30 days of submission may not beconsidered.

Preferential consideration is generally given to requests where the following apply:

- The recipient is a local community organization in areas serviced by Collett Propane.
- Money donated will be spent in the area.
- Money donated will directly benefit children, first responders, veterans, current service members, or their families, living in the Collett Propane service area.
- Money donated will benefit a significant group of people (as opposed to a single person.)

Completed Charitable Donation Request applications and supporting documentation may be submitted by mail or email:

Collett Services Attn: Charitable Donations 1525 Burnett Drive Xenia, OH 45385

Please direct questions regarding Collett Service's Charitable Donations Policy to Mike Newton at (937) 372-9194 or email to mike.newton@collettservices.com.