

Donation Request Form



Northwest Hardware and Garden Center welcomes your request for donations. Please understand that we receive many donation requests throughout the year and although we would like to be able to grant all of them, our resources simply do not allow it.

You can help us, and expedite the process by being thorough, and thoughtful in your request. We realize that in most cases you may have paperwork, or an explanation of your groups donation request included but, to help us please fill out the following information on the attached sheet.

Organization Name & Tax Identification Number: We need to know who you are, and that you are a real organization that can be verified with your non-profit state or federal tax identification number. We also need your tax identification number for our own tax purposes.

Responsible Parties Contact Information: We need to know who to contact if we have any questions or concerns, and who will be responsible for handling the donation. If we cannot reasonably contact someone who knows about your organization, or the request of donation, you may be denied. Also, it is the responsibility of the person(s) submitting the request to follow up on the approval or denial of the request.

Donation Request Information: Please outline the reason for your group's donation request in this area. If you have a written donation request to attach you can "bullet point" the relevant information. If you do not have an attached donation request please be as specific and thorough as possible. Include what the donation will be used for. The more information that you can give us the easier it is for us to determine the merits of your request. If we have to guess as to what you are looking for, or cannot find out what the donation will be used for you will be denied.

Donation Deadlines: Please be considerate of our time when asking for a donation request, and provide us with adequate time to process it. Last minute requests are likely to be denied if we don't have adequate time to process them. We need at least 2-3 weeks, preferably a month. The less time you give us, the more likely it is that your request will be denied.

Promotional Materials & Acknowledgements: We always welcome acknowledgements, website links, and being included in your promotional or event materials. If you are going to mention us please let us know on the donation form. We will gladly get you the contact and website information, logo, company images, or company "donated by" signage if you let us know ahead of time.

You may drop your information by any of our location, mail it in to us at, or fill it out on our website;

Billings Hardware
Attn: Donation Request Committee
3175 Grand Ave
Billings, MT 59102

www.billingshardwarestore.com

Thanks for considering Billings Hardware & Garden Center for your community needs.

Donation Request Form

Name of organization or group requesting donation: _____

Date of Event: _____ Deadline for Donation: _____

Tax ID Number (if applicable): _____ Donation Acknowledgment: _____

Type of Donation: Product Services Monetary

Contact name & phone number: _____

Description of event or purpose of donation (Use back of page or attach description if needed):

Signature of person requesting donation: _____

Office Use Only

Donation: Approved Declined

If donation has been approved list product (please include store cost), service, or money value donated:

Manager Approval: _____

- Manager, please fax or send a copy of this form to corporate headquarters.