



CHARITABLE DONATION REQUEST FORM

Date: _____ Organization: _____

Contact Person: _____ Title: _____

Mailing Address: _____ City: _____ ST _____ Zip: _____

Phone Number: _____ Email Address: _____

Contact person's relationship to the organization: Employee _____ Paid Worker _____
Volunteer _____ Fundraiser _____

What services are rendered by your organization?

Is there anything else we should know about your organization's local impact as we consider your request?

What percentage of the organization's funds are used for programs?

What percentage of the organization's funds are used to fund administration, marketing and general overhead?

What kind of sponsor recognition program do you have, if any?

What other area organizations are involved or donating at this time?

By what date do you need the contribution? _____

Please submit complete proposals no less than 30 days before contribution is needed. Incomplete or late proposals may not be considered.

To whom should the check be made payable? _____

Signature of Organization's Officer: _____

Within 30 days following the event, please provide a letter or program showing how funds were used.

Please make sure your proposal includes the following information:

- A description of your organization, including its mission and major accomplishments
- A copy of the letter from the IRS stating your organization's 501(c)(3) status, if applicable.
- A list of key staff and titles and current Board of Directors including officer status, if applicable

<p>For Internal Use Only:</p> <p>Prior history:</p> <p>Other reviewer's comments:</p> <p>Reviewed by: _____ Date: _____ Committee Approval / Denial _____</p>

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, its mission and major accomplishments, and a list of current board members and key staff.
- Nonprofit organizations should submit their tax-exempt letters from the Internal Revenue Service with their contribution requests.
- Complete proposals will be considered monthly by the Charitable Donations Committee. Incomplete proposals or those with deadlines within 30 days of submission may not be considered.

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

- The recipient is a local community organization in areas serviced by Collett Propane or Collett Sealcoating.
- Money donated will be spent in the area
- Money donated will directly benefit the 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 Committee
1525 Burnett Drive
Xenia, OH 45385

Please direct questions regarding Collett Service's Charitable Donations Policy to Matt Walters at (513) 228-1424, (937) 372-9194 or email donations@collettpropane.com