



# DONATION REQUEST FORM

312 Georgian Place | Somerset, PA 15501  
 814-445-7773 | www.larenas.com

## General Policy

Larenas is committed to positively impacting the communities it serves by providing assistance to **local** (*less than 25 miles from Larenas*) schools, churches, organizations and charities. We are happy to support your organization's fundraising endeavors through the donation of gift certificates or product at our discretion. The following Donation Request Policy has been developed as a way to create consistency and fairness to organizations that ask for Larenas support. Since Larenas receives a number of requests, please be aware that we attempt to fulfill as many requests as possible and cannot guarantee that every donation request will be met. Larenas places priority on giving to qualified 501(C)3 charities.

## Exclusions

Larenas is unable to honor requests or make contributions to the following:

- Donations to labor, social or political groups.
- Donations to benefit specific individuals or families.
- Donations intended for online auctions.
- Donations intended for resale.
- Donations for monetary support.

## Application

- All donation requests must be submitted on Larenas "Donation Request Form" at least two weeks prior to the event date. Form may be delivered via US Postal service or in person to above address.

## ABOUT YOUR ORGANIZATION

**Is your organization within 25 miles of Larenas?      Yes      No- do not continue.**

- The organization seeking the donation: \_\_\_\_\_
- Is it a 501(c) 3? No    Yes (Must submit a copy of the tax-exempt certificate.)
- What is your organizations mission? Please submit mission statement, and other paper work supporting your mission and/or website address: \_\_\_\_\_
- Has it received a donation from Larenas in the past? Yes No •
- Your relationship to the organization: \_\_\_\_\_
- Organization's President: \_\_\_\_\_

## ABOUT THE DONATION

- The name and type of event at which the donation will be used: \_\_\_\_\_ •
- The event's goal: \_\_\_\_\_ •
- What will the donation be used for? auction item prize item
- Other: \_\_\_\_\_ •
- The exact donation you are seeking: \_\_\_\_\_ •
- Recognition to donors (at the event, prior, subsequent, etc.): \_\_\_\_\_

## LOGISTICS BASICS

Donations MUST be picked up at Larenas, Somerset, PA location during business hours.

Date needed: \_\_\_\_\_ Time needed: \_\_\_\_\_  
 Who will pick it up? \_\_\_\_\_ Person's phone: \_\_\_\_\_

\_\_\_\_\_  
 Printed Name of Person making request

\_\_\_\_\_  
 Signature of Person making request

FOR OUR USE, PLEASE				
Date Rec'd	Approved or Declined?	Date of Reply	QB Entry Date	Tran