



## MISSION:

*D&H Cares is committed to enriching and improving the lives of others by bringing together caring employees who focus on giving back and providing assistance during times of need. Helping our communities comes naturally and we strive to support charitable organizations whose focus is on providing aid and assistance in order to benefit our communities.*

# Donation Request Application Guidelines

## IMPORTANT NOTES

- Please review and follow the guidance provided on this page to avoid delays in application processing.
- The D&H Cares Committee meets monthly to review applications received.
- Budgetary constraints may result in approvals of less than requested amounts and/or denials of requests.
- Please allow 4 weeks for D&H Cares to provide your organization with a response and/or determination.

## DONATION REQUEST PROCESS

To enable the D&H Cares committee to review requests, ALL requests must include the following documentation:

1. Completed D&H Cares Donation Request Application (this form)
2. Copy of organization's federally issued letter certifying non-profit 501(c)3 status
3. All supporting information related to the request such as event details and sponsorship levels

Submit request and documents at least 7 weeks prior to the date the requested donation is needed to D&H Cares via:

**EMAIL:** D&HCares@dandh.com -OR- **MAIL:** D&H Cares 100 Tech Drive, Harrisburg, PA 17112

## REQUIRED QUALIFICATIONS - REVIEW PRIOR TO SUBMITTING

### SUPPORTED AREAS:

The address of the non-profit organization and/or event, can be a determining factor when D&H Cares is reviewing the request. Therefore, regional Organizations should specify the region, location of the event, and fundraiser or program for which their donation is being requested. All donation request applications are given careful consideration by our dedicated team of D&H Cares committee members.

### TYPICAL ORGANIZATION THAT ARE ELIGIBLE TO RECEIVE A DONATION:

D&H Cares accepts donation request applications from non-profit organizations with 501(c)3 status. The event, fund raiser or program must serve the community and/or have an applicable tie to D&H Distributing. Charitable organizations who fully support Diversity, Equity and Inclusion (DE&I) are an important part of the decision-making process.

### ORGANIZATIONS THAT WOULD NOT BE ELIBLE TO RECEIVE A DONATION:

D&H Cares does not donate to individuals or individuals seeking pledges. D&H Cares cannot make donations directly to schools including PTAs and school athletic/sports organizations, political or religious organizations unless the donation will be used for a local, non-secular, community service-related event or program and the check is written to a 501(c)3 organization directly in support of the program. Past support does not guarantee future support.

### NON-PROFIT STATUS - ACCEPTABLE DOCUMENTATION:

Federally issued statement of your organization's 501(c)3 status and your 9-digit Federal Identification Number is required. The letter is obtained from the Federal Treasury and is different from a tax-exempt form. We maintain records of every donation request application processed for 7 years for Accounting purposes.

### DONATION REQUEST REVIEW AND RESPONSE PROCESS:

After each committee meeting, requesters are notified of decisions via email from D&H Cares. Avoid delays by following these guidelines to complete the application in its entirety and be sure to include any/all supporting documentation. Any questions may be emailed to [D&HCares@dandh.com](mailto:D&HCares@dandh.com).

*Thank you.*



# D&H Cares Donation Request Application

*Please refer to page one for guidelines. To avoid delays in processing, complete this application in its entirety. Incomplete applications may be returned to originator for additional information.*

## ORGANIZATION

Legal Name:

Mailing Address *(for check if approved)*:

City:

State:

Zip:

Website:

Non-Profit EIN#:

## POINT OF CONTACT

Name:

Title:

Email:

Phone:

## HISTORY & MISSION STATEMENT OF ORGANIZATION

Founded On:

Founded By/For:

Does your charity have a DE&I Mission Statement?

NO

YES *(if yes please include below)*

## DONATION REQUEST DETAILS

Check all that apply below:

Prize/Raffle Items

Sponsorship\*

Other:

Description of items *(\*Indicate specific \$ amount if requesting sponsorship and attach level info with application)*:



# D&H Cares Donation Request Application

*(continued from previous page)*

## EVENT DETAILS

Date(s):

Time:

Expected Attendance:

Location:

Use the space below or attach a short letter describing how the donation will be used:

Provide how the event will be publicized and the anticipated exposure for D&H Cares:

Have you ever applied for and/or received D&H Cares donation?:      No      Yes

If yes, provide event name(s):

What is your affiliation to D&H:

D&H Employee

Vendor

Local

Community

Other:

Please specify name/details of affiliation:

**VOLUNTEERS NEEDED?** If you are seeking volunteers for your event, please provide specific details below including contact information of the person coordinating. We will review your needs and, if applicable, share with our employees.

*(OPTIONAL) Provide any details which you believe may help the D&H Cares Committee when reviewing your application below:*

## APPLICATION COMPLETION / SUBMISSION

Name:

Title:

Phone:

Email:

Signature:

Date Submitted: