

## **Jerry's Automotive Service, Inc. Donation Request Form**

Jerry's Automotive would like to thank you for your interest in obtaining a donation for your upcoming event.

We acknowledge the many worthwhile non-profit organizations and other fundraising activities helping our communities. As a result of the volume of requests we receive, we have established the following guidelines for donations:

### **Donation Guidelines**

- Eligible organizations must be a 501(c)(3) charitable organization
- Donation requests must be submitted using the online donation request form. No walk-in requests will be accepted.
- A copy of the organizations 5.01(c)(3) approval letter (NOT the certificate of exempt status) must be given along with the completed donation request form
- Limit one submission per organization per year
- Requests must be submitted a minimum of 8 weeks prior to event
- The event must be strictly for fundraising purposes, we do not support incentive or reward programs

## **Jerry's Automotive Service, Inc. Donation Request Form**

Please complete and return this request form, along with a cover letter on your organization's official letterhead, and include a copy of your 5.01(c)3 certification. Any information regarding your program, event, or organization may also be included.

This request form should be submitted at least 8 weeks prior to your event. Allow at least two weeks for a response.

**Please understand that we may not be able to donate to your organization due to the number of requests we receive and the limited amount of money that we have allotted in our budget.**

### **Organizational Information**

Organization Name & Address

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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Federal Tax ID# \_\_\_\_\_ 5.01(c)3 nonprofit? \_\_\_ Yes \_\_\_ No

Contact Name & Title

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E-mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Please describe the purpose of your organization and its primary beneficiaries.

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### **Program/Event Information**

Program/Event Name

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Event Date \_\_\_\_\_

Estimated Number of Attendees \_\_\_\_\_

Cities/Counties Served \_\_\_\_\_

Event Coordinator \_\_\_\_\_

Event Location & Physical Address

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please describe the nature and purpose of your program or event.

\_\_\_\_\_

\_\_\_\_\_

### **Request Information**

What would you like Jerry's Automotive to donate? Please be specific.

\_\_\_\_\_

\_\_\_\_\_

Has Jerry's Automotive donated to your organization/event in the past?

\_\_\_\_ Yes \_\_\_\_ No

If yes, please specify the program/event, type and amount of sponsorship/donation, and date.

\_\_\_\_\_

\_\_\_\_\_

Has Jerry's Automotive already made a contribution to your organization/event this year?

\_\_\_\_ Yes \_\_\_\_ No

**If yes, please note that our guidelines specify that we restrict our donations to once per year per organization. Please resubmit your request next year.**

How will Jerry's Automotive be recognized as a sponsor for your organization/event?

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Please return this request form, cover letter, and a copy of your 5.01(c)3 certification to:

Pat Haunfelder  
Jerry's Automotive Service, Inc.  
W229N2467 Hwy F  
Waukesha, WI 53186