## **DONATION REQUEST GUIDELINES**

For those inquiring about a charitable donation from the 84 Lumber Company, the following information details our donation request process:

To request a donation of materials, the petitioner must get a printed estimate for materials from their local 84 Lumber store. The Customer Copy of the printed estimate must be from an 84 Lumber Company Store – no others will be accepted. Please reference and understand the Estimate & Pricing Policy listed at the bottom of each estimate. The estimate must be accompanied by a completed Donation Request Form. To request a monetary donation, the petitioner need only complete the Donation Request Form. All documentation must be forwarded to the contact information listed on the bottom of the form.

Petitioners should include additional information, pamphlets, or brochures which explain their organization or project more fully. Please note that if an organization is tax exempt, they must submit a copy of a 501 (c) 3 or certification authorizing tax exempt status with their request. All paperwork, including material estimates and proof of tax exempt status, must be submitted at the same time in one complete package. This will alleviate any possible misrouted information or time constraints to the donation process.

Donation requests, including all attached paperwork, are forwarded to a Donation Selection Committee for review. Petitioners will be informed if their request has been awarded or denied once a decision has been reached. This process takes approximately 45 to 60 days from the time that all necessary paperwork is submitted.

For further assistance, please use the contact information listed below.

Amelia Wolf

**Donations** ~ **Building** 1

84 Lumber Company

1019 Route 519

Eighty Four, PA 15330

(724) 228-8820, ext. 1234

Fax # (866) 774-0342

e-mail: wolfa@84lumber.com



## **Donation Request Form**

Today's Date:

** THIS SECTION FOR COMPANY USE ONLY **
Donation #
Recommended by:
Store #
Store Name:
Contact:
AM:
RVP:
Store Phone:

\*\* Selection process takes 45 to 60 days \*

	Selection process takes 45 to 60 days
Name of Charity/Organization:	
Contact Person:	Phone #:()
Address:	
E-Mail Address:	Event Date:
Tax Exempt? Yes No	If yes, please attach copy of 501(c)3 or state tax exempt form
Did this request come from a Builder? Yes	No
Do you have an account with 84 Lumber? Yes_	No
If yes, Account #	
Project Description:	
Request is for: * Materials \$	or Cash \$
84 Gift Certificate	or NWL Gift Certificate
*PLEASE INCLUDE A PRINTOUT OF MATERIALS	LIST, WITH PRICING, FROM YOUR LOCAL 84 LUMBER STORE*
Misc.notes:	
If approved – Make check payable to:	

Once form is completed: mail, email or fax to:

84 Lumber Company Donations Department ~ Building 1 1019 Route 519, Eighty Four, PA 15330 wolfa@84lumber.com Fax # (866) 774-0342 **For more information contact:** 

Amelia Wolf (724) 228-8820, ext. 1234 or by email: wolfa@84lumber.com