**Donation Request Form**

One of Greenheck Group’s values is making a difference in the community. We encourage team members to be involved in projects that advance the betterment of the organization and foster positive change in their local communities.

One way we support our communities is through monetary donations. We strive to donate these funds to those organizations most meaningful to its employees demonstrated by the active involvement of themselves and/or immediate family members. **Please complete entire form and email to** **donations@greenheck.com** **along with any supporting documentation.**

Note: Donations are reviewed monthly so please allow 4 – 6 weeks for approval and payment process.

**Your Information**

Name: Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current employee of Greenheck Group?: Yes [x]  No [ ]

Job Title: \_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_ Plant/Location: \_\_\_\_\_\_\_\_\_\_

**Details on Donation Being Requested**

[x]  Monetary [ ]  Company Store Merchandise [ ]  Advertising [ ]  Other

Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Donation Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_

If monetary donation approved, return check to: [x]  Employee [ ]  Mail to Organization

Make out check to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_- Tax Exempt #:      ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clearly state what donation will be used for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check box(es) and explain how you are involved with organization: (complete as many as applicable)

**[ ]** Volunteer: (eg. Volunteer at event, assist with fundraising, sell concessions, etc.)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[x]** Family Involvement: (eg. Child’s sport, spouse is involved) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[ ]** Leadership Role: (eg. Coach, Board of Directors, committee chair)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[ ]** Other:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donations Committee Approval Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_