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 ☐ No ☐

Job Title:_____

Department:_____ Plant/Location:_____

Details on Donation Being Requested

☐ Monetary ☐ Company Store Merchandise ☐ Advertising ☐ Other

Amount Requested: _____ Date Donation Needed:_____

If monetary donation approved, return check to: ☐ 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.) _____

☐ 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: _____