



**CHARITABLE DONATION
REQUEST FORM**

- Requests should be submitted at least 30 days in advance of an event to allow time for review.
- Due to a high volume of requests, Diamond Home Improvement is unable to guarantee a response to every donation request. If approved, the primary contact will be notified.
- It is **REQUIRED** an official letter of request from your organization is attached with this form when submitted.

ORGANIZATION INFORMATION

Name of Organization	EIN/Tax ID#	501(c)3 Status
Mailing Address	City	State Zip
Phone	Website Address	Contact Email Address
Name of Contact Person	Title or Relation to Organization	Contact Primary Phone

Has this organization received a donation from Diamond in the past? (Y/N) _____ If Yes, when? _____

EVENT INFORMATION

Event Name	Date, Time and Place of Event	
Purpose of Event		
How will monies raised be used to benefit this organization?		
Area/Community the event will serve	Type of Donation (ie Raffle item, Sponsorship)	Deadline Date

** If Material items, please attache a separate itemized list.

Mail or Fax completed form:

Diamond Home Improvement
Attn: Charitable Donations
 2380 S 6th Street
 Klamath Falls, OR 97601

Fax: (541) 885-5626
 Phone: (541) 880-7949

FOR OFFICE USE ONLY

Employee Name: _____	Stock#/Desc : _____
Date Received: _____	Discount: _____
Authorized by: _____	Gift Card#: _____
Application Status: _____	Other: _____