

# BOOKS·A·MILLION®

## DONATION POLICY & PROCEDURES [donations@booksamillion.com](mailto:donations@booksamillion.com)

### **General Policy**

Books·A·Million is committed to positively impacting the communities it serves by providing assistance to local schools, churches, organizations and charities. We are happy to support your organizations fundraising endeavors through the donation of books, games & puzzles, and other merchandise.

The following Donations Request Policy has been developed as a way to create consistency and fairness to organizations that ask for Books·A·Million's support. Since Books·A·Million receives a large volume of requests, please be aware that we attempt to fulfill as many requests as possible and cannot guarantee that every donation request will be met.

### **Area of Focus**

Books·A·Million places priority on giving to qualified 501(C)3 charitable organizations and non-profit educational institutions whose primary mission is to encourage and promote reading, literacy and education. Priority is given to charitable organizations within communities with an existing Books-A-Million, Books & Company or Bookland Store.

### **Exclusions**

Books·A·Million is unable to honor requests or make contributions to the following:

- Donations to labor, social or political groups.
- Donations to benefit specific individuals or families.
- Donations intended for online auctions.
- Donations intended for resale.
- Donations for monetary support.
- Donations of gift cards or Books·A·Million Club Cards.
- Donations of specific books or merchandise.
- Donations for participation in school coupon books, prom parties or graduation parties.
- Donations for participation in advertising or promotions.

### **Application**

- All donation requests must be submitted by e-mail on the Books·A·Million "Donation Request Form" at least six weeks prior to the event date.
- Submit the Donation Request Form by e-mail to [donations@booksamillion.com](mailto:donations@booksamillion.com).

**Incomplete applications will not be processed. The Underlined areas in Bold MUST be filled out completely for us to process your request.**

**Processing**

- Please allow a minimum of **six weeks** to process your donation request. During holidays and other busy seasons, typically September through December, it could take eight to ten weeks for processing.
- **Due to the high volume of requests received, Books·A·Million asks that telephone or email inquiries regarding the status of your request, not be made.**
- Declined Requests: The requesting organization will receive notification by e-mail indicating the request has been declined and the reason for the decision.
- Approved Requests: The local Books·A·Million retail store will contact your organization when a donation is available for pickup. Please note that donation requests are filled through Books·A·Million’s corporate offices & not your local store.
- If you prefer to have the donation shipped directly to your organization, you must provide your organization’s UPS or FedEx account number. No C.O.D.s.
- **All donation decisions made by Books·A·Million are final and will be shipped according to the date of the event and/or date donation is needed.**

**Please acknowledge that you have read and understand the Donations Policies and Procedures outlined above, and that your organization meets our requirements as stated, by entering your name below:**

**Requestor’s Name:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## REQUEST FORM

Please read our Policy and Procedure form before completing the Donation Request Form.  
All areas MUST be filled out completely for us to process your request.  
Save this to your computer, type in the requested information and email back to donations at  
[donations@booksamillion.com](mailto:donations@booksamillion.com).

<b><u>Name of Organization</u></b>	<b><u>Tax ID #</u></b>
<b><u>Mailing Address</u></b>	<b><u>Phone</u></b>
<b><u>City / State / Zip</u></b>	Fax
<b><u>Contact Person</u></b>	<b><u>Email</u></b>
<b><u>Local BooksAMillion Store</u></b>	UPS/FedEx Acct #  (For Direct Shipments Only)

Organization's Mission Statement
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<b><u>Brief summary of why you are seeking a donation</u></b>	<b><u>Date of Request</u></b>
<b><u>Description of event or program associated with donation or purpose of request</u></b>	<b><u>Date of Event</u></b>
Statement of specific programs/activities proceeds will benefit	<b><u># of Attendees or Population Served</u></b>

To help us determine your needs, mark the box by the product that will most benefit your organization. Please be aware that we attempt to fill as many requests as possible and cannot guarantee the product selected will be available.

- Book- Art**
- Books- Business& Economics**
- Books- Children's Non-Fiction: Preschool; Elementary; Middle School; High School.**
- Books- Children's Fiction: Preschool; Elementary; Middle School; High School**
- Books- Computer**
- Books- Cooking**
- Books- Crafts & Hobby**
- Books- Family & Relationships**
- Books- Fiction: Beyond High School (Our most available and varied category)**
- Books- Health & Fitness**
- Books- History & Politics**
- Books- Home & Garden**
- Books- New Age**
- Books- Performing Arts**
- Books- Pets/Animals**
- Books- Reference**
- Books- Religion**
- Books- Self Help/Personal Growth**
- Books- Sports & Recreation**
- Books- Travel/Transportation**
- Games/Puzzles- Assortment= Adult/Children**
- Gift Assortment- Items picked as available= bookmarks, cafe, calendars, journals, mini books, plush, toys; & seasonal/holiday as available.**