



### Application for Store Donation

Koopman Lumber is committed to supporting our communities. Contribution decisions are made by the donation committee. Please allow 4 weeks for a response. Your organization will be notified of results either by e-mail or by telephone. We ask that you do not call the store regarding the status of your request.

**Please provide all requested information, including attachments. Only complete applications will be considered. Send to: Koopman Lumber, 665 Church Street, Whitinsville, MA 01588 Attn.: Sheila Todd or email to Info@Koopmanlumber.com**

The following documents MUST be attached to all applications:

- Do you have a IRS 501(c)(3) nonprofit determination letter?
- A cover letter on the stationary of the nonprofit organization describing the event or donation request.

Organization name [as stated on 501(c)(3)]: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Contact person(s): \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Tax ID number: \_\_\_\_\_ Donation request: \_\_\_\_\_  
 Description of organization (summary of mission/objectives): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Project/program/event name: \_\_\_\_\_  
 Brief description of program: \_\_\_\_\_  
 \_\_\_\_\_

*Due to limited funds, we are unable to support all requests.*

#### For office use only

Store number (please circle): 1 2 3 4 5 6 7  
 Date approved: \_\_\_\_\_ If not approved, date notification sent: \_\_\_\_\_  
 Specific donation given (please circle): Gift Card Monetary Donation Inventory/Merchandise  
 Merchandise description: \_\_\_\_\_ SKU \_\_\_\_\_ Value: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Total dollar value of donation: \_\_\_\_\_ **Approval Signature:** \_\_\_\_\_

**Required Signatures** (To be completed when the donation is picked up) Date of pick-up: \_\_\_\_\_

\_\_\_\_\_  
 Name & Title of Organization Representative  
 \_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Name of Authorized Personnel  
 \_\_\_\_\_  
 Signature