



Donation Request Policies and Application
www.threadsandinks.com

Providing businesses, schools, teams, organizations and individuals with decorated apparel. Locally owned and operated.

Giving back to our community is our "stitch in time". Threads & Inks is committed to positively impacting the community it serves by providing assistance to local entities. This includes schools, organizations and charities who may receive goods, services, mentorships, speakers, professional guidance, board or committee memberships, internships and hands-on volunteer efforts from our business and its employees. Contributions to local schools are intended to serve the largest number of students.

This Donations Request Policy has been developed as a way to create consistency and fairness to organizations that ask for our support. Our family-owned business receives many requests; our budgetary constraints mean that we can approve a limited number of requests. Due to accounting obligations for taxes, we need to utilize a uniform method to document requests. We can't guarantee that every request will be met. Please help us serve you and our community better by submitting your application according to these guidelines:

- 1. Complete the accompanying Threads & Inks donation request application.**
- 2. Attach a copy of your organization's federally issued letter certifying non-profit 501(c)3 charitable organization status. Non-profit educational institutions may be exempt from this requirement.**
- 3. Submit the application at least two weeks prior to the date that your donation is needed. During holidays and busy seasons, typically September through December, it could take four weeks for processing.**
- 4. Submit completed paperwork to Threads & Inks by mail, fax, e-mail or hand delivery.**
- 5. Generally, requests to labor, political, religious groups or specific individuals or families will be excluded unless the donation will be used for a local, non-secular, community service-related event or program.**

Threads & Inks
20137 Icenic Trail
Lakeville, MN 55044
952-469-6695 (Phone) 952-469-6489 (FAX) threadsandinks@frontiernet.net

Due to the large response for donations, we cannot respond to phone calls or emails regarding the status of your application. If we can help, we will reach out to your organization up to one week prior to your event with our donation. Likewise, declined requests will receive notification by e-mail indicating that the request has been denied and the reason for denial. Priority is given to charitable organizations within Lakeville. Past support doesn't guarantee automatic approval.



Donation Request Application

Complete this application AFTER reading the guidelines on our web site.

PLEASE PRINT. Incomplete applications will not be processed.

Name of Organization: _____

Non Profit Federal ID Number _____ (letter must be attached)

Address _____

Contact Name _____ Title _____

E-Mail _____ Preferred Phone _____

History and Mission of Organization _____

Type of Donation being requested _____

Day & Time of Event _____

Expected attendance _____ Location _____

How will this donation be used?

How are you publicizing the event? What exposure will Threads & Inks receive? How will the contribution be recognized?

What orders has Threads & Inks completed for your group?

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 Signature _____ Date: _____