



Donation Request Form

Organization: _____

Contact Name: _____ Title: _____

Phone Number: _____ E-Mail: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Donation Type: Monetary Donation/Sponsorship: Amount \$ _____

In-Kind Donation: Item (s) Requested _____

Date donation is needed: _____

Please describe the purpose of the donation (event, auction, etc): _____

Has SMC provided a donation for your organization in the past? yes No

 If yes, what items and when? _____

Additional information or comments: _____

The above information is correct to the best of my knowledge. Shall the donation be approved, I will use the donated goods for the purpose listed above

Signature

Date

Print Name

Title (relationship to org.)

For internal use

___ Approved ___ Rejected

Approved By _____ Date _____

Picked up by: _____ Date _____



Donation Policy

SMC is committed to helping community organizations. In order to be fair to all causes the following guidelines must be followed

- **All donation request must be submitted in person or by mail to:**
Schmolck Mechanical Contractors
110 Jarvis Street
Sitka, AK 99835
Eric@schmolckmechanical.com
- **All requests should include:**
 - Donation Request Form
 - Request in writing on company letterhead
 - Non-profit/Tax-exempt government certificate
 - Information on requesting organization (I.E mission, use of contribution)
- **Request must be made at least four weeks in advance of the date donation is needed**
- **Please allow two weeks for processing your request.** You will receive an e-mail response from SMC, whatever the decision may be, to the e-mail address on the request form.
- **In order to maximize the benefits SMC can give to the community organizations no more than (1) donation per year.**
- **Please be specific with your request.**