



NON- PROFIT/CHARITY PREAPPROVAL AND REQUEST FORM

Preapproval requests must be received no later than March 1st.
Any requests received after March 1st will not be considered.

ORGANIZATION INFORMATION

Contact Name: _____

Organization Name: _____

Year Established: _____

Federal Tax Exempt No.: _____
(required)

Street Address: _____

City, State, & Zip: _____

Telephone: _____

Primary E-mail: _____

Primary Phone: _____

Website: _____

Have we donated to your organization before? ☐ Yes ☐ No

Type of Support Requested: ☐ Sponsorship ☐ Product Donation ☐ 501c3 Product Purchase
☐ Other: _____

REQUESTOR CONTACT INFORMATION

Name: _____

E-mail: _____

Primary Phone: _____

Cell/Other Phone: _____

Title/Relationship to
Organization: _____

EVENT DETAILS

Event Name: _____

Event Date: _____

Event Location: _____

Event Sponsor: _____

Event Description: _____

Number of People Attending: _____

Item(s) donated will be used for: ☐ Live Auction ☐ Silent Auction ☐ Raffle
☐ Door Prize ☐ Other _____

DONATION/501c3 PURCHASE PROJECTION INFORMATION (attach additional sheet if necessary)

Item(s) Requested:
Please be specific (e.g., 12" and 24" boys & girls bicycles) _____

Quantity Requested:
Please be specific (e.g., 20 each) _____

Date Needed by: _____

Earliest Pick-up date: _____

Referred By: _____
Please enter the contact name of the person at this organization that suggested you submit this preapproval form. Leave blank if no one referred you.

Comments: _____

Please fully complete this form.

Return it with a copy of your tax-exempt certificate number (501c3) to:

Email to: service@dynacraftbike.com or

Fax to: 707-603-1599

Note: You must be preapproved each calendar year to participate in our non-profit/charitable donation program; you will be contacted with your approval status. If you are not approved to participate in the current year's non-profit/charitable donation program, feel free to apply again in the new calendar year.

If you are preapproved, your "official" donation request (based on your projections listed above) must be submitted to Dynacraft no later than July 1st. There are no exceptions. It is your responsibility to ensure that your request is received timely.

For internal use only

Non-profit approved: ☐ Yes

☐ No

Date: _____

By: _____