



## CHARITABLE DONATION CONTRIBUTIONS POLICY

Miele Manufacturing and Pennsylvania Skill (“PA Skill”) is committed to supporting causes that improve communities and quality of life for the residents of the Commonwealth of Pennsylvania.

All parties requesting financial support from PA Skill must complete a Charitable Donation Request Form. The completed form should fully explain the nature of the contribution being sought and include all requested documentation. The Charitable Donation Request Form is available at [MieleMFG.com/Pages/CharitableGiving](https://www.MieleMFG.com/Pages/CharitableGiving). All required documentation should be submitted to PA Skill following the directions provided below:

### CONTRIBUTIONS POLICY

- The organization must be a 501(c)(3) or nonprofit organization.
- Requests should be submitted at least 90 days prior to the event to give proper time to evaluate the request.
- Complete proposals include descriptions of the organizations, its mission and major accomplishments, and a list of current board members and key staff.
- Nonprofit organizations should submit their tax-exempt letters from the Internal Revenue Service (IRS) with their contribution requests.
- Organizations requesting monetary donations to purchase services or equipment should provide a quote.
- Complete proposals will be considered quarterly by the Charitable Donations Committee.
- Incomplete proposals or those with deadlines within 30 days of submission may be moved to the following quarter or may not be considered.
- Previous applicants can request a donation one year since their previous donation.
  - *Example: An organization received \$2,500 on 6/2022. They would be eligible for a donation on 6/2023.*
- Pennsylvania Skill Charitable Giving does not make donations to for-profit organizations or individuals.

### PREFERENTIAL CONSIDERATION

- The recipient is a local community organization in the Commonwealth of Pennsylvania.
- Money donated will be spent in Pennsylvania.
- Money donated will directly benefit the residents of Pennsylvania.
- Money donated will benefit a significant group of people, as opposed to a single person.
- PA Skill Charitable Giving receives recognition for its donations.

By accepting a donation from Miele Manufacturing and PA Skill, your organization gives permission to Miele Manufacturing, PA Skill, PA Skill Charitable Giving, and Pace-O-Matic to use your logo, contribution photos, and name(s) for marketing and other purposes as approved by the company. **Completed Charitable Donation Request applications and supporting documentation may be submitted by mail or email. Please direct all questions regarding PA Skill’s Charitable Giving Donation Policy to Nicole Miele or Courtney Cizek:**

**Miele Manufacturing**  
Attn: Charitable Giving  
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Muncy, PA 17756

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