

## ENGLEWOOD, CO | EST.1947

## CHARITABLE DONATION REQUEST FORM All of the following information is required in order for Williams

Jewelers to consider your request. Organization: Date: \_\_\_\_\_ Organization's Contact Person: Title: \_\_\_\_\_ Mailing Address: \_\_\_\_\_\_ City: \_\_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone Number: \_\_\_\_\_\_ Email Address: Please make sure your proposal includes the following information: · A description of your organization, including its mission and major accomplishments A copy of the letter from the IRS stating your organization's 501(c)(3) status, if applicable. What services are rendered by your organization? How will this donation be used? What kind of advertising/signage and recognition will Williams Jewelers receive?

Are there any other jewelry stores donating at this time? If so, please list	
By what date do you need the contribution?  Please submit complete	
proposals no less than 30 days before contribution is needed. Incomplete or late proposals may not be considered.	
Signature of Organization's Officer:	
Why type of contribution are you seeking? (check one)	
	Monetary \$ (please be specific)
	Williams Jewelers Merchandise or Gift Card Desired Items:
Conditions:	

## **CHARITABLE DONATIONS POLICY**

Williams Jewelers is committed to supporting causes that improve the quality of life for the residents of the greater Englewood area.

All parties requesting financial support from Williams Jewelers 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.

## **Contributions Policy**

- The organization must also be a 501(c)(3) or non-profit organization.
- · Requests should be submitted at least 30 days prior to the event to give proper time to evaluate the request.
- Nonprofit organizations should submit their tax-exempt letters from the Internal Revenue Service with their contribution requests.
- · Complete proposals will be considered monthly by the Charitable Donations Team.
- · Please fill out and scan your request to: Stacey@wjdiamonds.com