

CHARITABLE DONATION REQUEST FORM

All of the following information is required in order for Hoover's Truck & Equipment 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.
- A list of key staff and titles and current Board of Directors including officer status, if applicable

Contact person's relationship to the organization:

Employee _____ Volunteer _____ Paid Worker _____ Fund Raiser _____

What services are rendered by your organization?

How will this donation be used?

Why type of contribution are you seeking? (check one)

_____ Monetary \$_____ (please be specific)

_____ Hoover's Truck & Equipment Promotional Item(s)

Desired Items: _____

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.

Does your organization do business with Hoover's Truck & Equipment? _____

To whom should the check be made payable?

Signature of Organization's Officer:

Within 30 days following the event, please provide a letter or program showing how funds were used and the benefits the Bank received.

Completed Charitable Donation Request applications and supporting documentation may be submitted

by mail, fax or email:

Hoover's Truck & Equipment LLC

Attn: Charitable Donations

6651 Baertown Rd NW

Dover, OH 44622

Fax: 330-878-8041

Email: jerryhoover1@gmail.com