



Donation Policy & Procedures

General Policy

DDF is committed to positively impacting the communities it serves by providing assistance to local schools, organizations and charities. We are happy to support your organizations fundraising endeavors with our donations.

The following Donations Request Policy has been developed as a way to create consistency and fairness to organizations that ask for DDF's support. Since DDF receives a large volume of requests, please be aware that we attempt to fulfill as many requests as possible and cannot guarantee that every donation request will be met.

Area of Focus

DDF places priority on giving to local qualified 501(c)3 charitable organizations and non-profit educational institutions.

Exclusions

DDF is unable to honor requests or make contributions to the following:

- Donations to labor, social or political groups
- Donations intended for resale

Application

- All donation requests must be submitted by e-mail on the DDF "Donation Request Form" at least six weeks prior to the event date.
- Submit the Donation Request Form by e-mail to lbroome@ddfcpa.com

Please fill out the request form in its entirety, incomplete applications will not be processed.

Processing

- Please allow a minimum of **six weeks** to process your donation request. During holidays and other busy seasons (tax season), typically January through April and September through December, it could take eight to ten weeks for processing.
- **Due to the high volume of requests received, DDF asks that telephone or email inquiries regarding the status of your request, not be made.**
- Decline requests: The requesting organization will receive notification by e-mail indicating the request has been declined.
- Approved requests: DDF will contact your organization when a donation has been approved.

Please acknowledge that you have read and understand the Donations Policies and Procedures outlined above, and that your organization meets our requirements as stated, by entering your name below:

Requestor's Name: _____

Name of Organization: _____

Date: _____



Donation Request Form

Please read our Policy and Procedures form before completing the Donation Request Form. All areas MUST be filled out completely for us to process your request. Save this form to your computer, type in the requested information and email back to lbroome@ddfcpa.com

Organization

Name _____

Address _____

City _____

State _____

Zip _____

Phone _____

Fax _____

Contact person

Name _____

Address _____

City _____

State _____

Zip _____

Phone _____

Email _____

Is your organization a 501(c)3 charitable organization? YES/NO

If so, date it was formed: _____

Briefly state the purpose of your organization

Date of fund-raising event:

Date of request:

Briefly describe how our donation will be used.

Please Note: A completed application is not an agreement to honor your request. A previous donation does not guarantee a donation will be offered again for a specific event or donation amount. Although we would like to support every worthwhile cause, we must focus our efforts on those that provide the most benefit to the communities we serve. We appreciate the time and efforts of your organization and wish you success with your event.