



Charitable Contribution Request

Name of organization: _____

Is the organization 501(c)(3) tax exempt? _____

Describe the mission of the organization: _____

What type or amount of donation are you requesting? _____

For what purpose are you seeking a donation? _____

How many people will benefit or be served by the program? _____

How does the organization acknowledge its donors? _____

Name of requestor: _____

Signature of requestor: _____

Date: _____

Please email the completed request form to Holly Berry, VP of Human Resources, at hberry@tbsbrands.com. Please also attach a copy of the following:

- IRS Letter of Determination showing 501(c)(3) / tax exempt status
- A list of the members of the organization's Board of Directors
- A budget and financial statement, including administrative / fundraising costs